

**Get Big
Be Gracious
Anticipate
Stay in the Game**

Carleton Survival

**Figure it Out
Pause & Rewind
Reach Higher
Stay Cool
Think it Through
Make it Count
Ready, Set, Go!**

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Jim Kennelly, Editor

Janice Lynes, Associate

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Welcome to Carleton!

Even after all these years, I still feel that the September rush is like New Year's. It's such an exciting time.

Sure, university life will mean more demands on your time. But you're good at juggling five things at once. You want to do well, to have fun, to fit in. But fundamentally, you're here to learn.

University has, and always will be, the time to 'get big'. What do I mean by that? To not only think outside the box and stretch past your comfort zone, but to take action. To open yourself to opportunities to learn, to get involved and grow. To learn how to learn, to learn how to grow.

Now's your chance to ask all the questions. To figure out how things work. To figure out why people hold the opinions they do. And to figure out who you are, what you're passionate about and what you want to strive for.

Of course there will be times when you run into difficulties and you don't know who to turn to. Or sometimes too many people are offering conflicting advice. Ombuds Services is a great place for clarity. Come and talk to us anytime.

We also publish this book. This guide makes the place a little easier to understand. When looking for answers about the University, this book is a great starting point. It's the resource for "How do I make university work for me?" and "Who do I see if I have a problem?".

Carleton is a great community in a terrific city. You will come away with not only lifelong friends, but also solid achievements in many different areas.

As I said, it's like New Year's. Enjoy the arrival, perhaps make a few resolutions on how to get through this university year and call on staff like me to help.

Jim Kennelly, Ombudsperson

Campus Phone Directory

IMPORTANT NUMBERS

Emergencies

On Campus (Carleton phones) 4444
Citywide 9-1-1

Assistance

University Safety 613-520-3612
City Police 613-230-6211
Foot Patrol campus escort 613-520-4066
University Health Services 613-520-6674
Poison Information 613-737-1100
Dental Emergency Clinic 613-523-4185
Distress Centre of Ottawa & Region ... 613-238-3311
Ottawa Rape Crisis Line 613-562-2333
Sexual Assault Support Centre
 Crisis Line 613-234-2266
Student Legal Aid (U of O) 613-562-5600

Information

Campus Card 613-520-3547
First Year Experience Office 613-520-7595
Graduate Registrar's Office 613-520-2525
Information Carleton 613-520-7400
Residence Reception Desk 613-520-5609
Residence Switchboard 613-688-2300
U of O Info Campus 613-562-5700
Undergraduate Registrar's Office 613-520-3500

Services

Athletics Tuck Shop/Bookings 613-520-5655
Campus Card 613-520-3547
Career Development (CDCE) 613-520-6611
Carleton Central Help 613-520-3500
Carleton Student Government (CSG)
 (formerly NUC) 613-520-2600 ext. 1648
Charlatan, The 613-520-6680
Computer Systems Service Desk 613-520-3700
CUSA 613-520-6688
Equity Services 613-520-5622
Graduate Students' Association 613-520-6616
Health and Counselling Services 613-520-6674
Housing (Residence) 613-520-5612
International Student Services 613-520-6600
Learning Commons 613-520-2600 ext. 1125
Library Information Reference Desk .. 613-520-2735
OC Transpo Information 613-741-4390
 Carleton departure times
 routes 4, 7 & 117 613-560-1000 ext. 6612
Ombuds Services 613-520-6617
Paul Menton Centre for Students
 with Disabilities 613-520-6608
Rideau River Residence Association
 (RRRA) 613-520-5641
Scotiabank 613-564-5363
Student Academic Success Centre
 (SASC) 613-520-7850
Student Affairs
 Director, Jennifer Quin 613-520-2573
TicketMaster 613-755-1111

UNIVERSITY ADMINISTRATION NUMBERS

Executive

Acting President, Samy Mahmoud 613-520-3801
Acting VP (Academic & Provost),
 Feridun Hamdullahpur 613-520-3806
VP (Finance/Administration),
 Duncan Watt 613-520-3804
Acting VP (Research & International),
 Kim Matheson 613-520-3570
Associate VP (Student & Academic Support),
 613-520-2874
Board of Governors 613-520-3811

Faculty of Arts & Social Sciences (FASS)

Dean, John Osborne 613-520-2355
Associate Dean, James Miller 613-520-2354
Canadian Studies 613-520-2366
Centre for Initiatives in Education ... 613-520-6624
Classical Civilization/College of
 the Humanities 613-520-2100
English 613-520-2310
Environmental Studies/Geography ... 613-520-2561
Film Studies 613-520-5606
French 613-520-2168
History 613-520-2828
Humanities 613-520-2809
Interdisciplinary Studies/Child
 Studies/Cognitive Science 613-520-2368
Music (SSAC) 613-520-5770
Philosophy 613-520-2110
Psychology 613-520-2644
Religion/College of the Humanities ... 613-520-2100
School for Linguistics and Applied
 Language Studies 613-520-6612
School for Study of Arts and Culture ... 613-520-3993
Sociology/Anthropology 613-520-2582
Women's Studies 613-520-6645

Sprott School of Business

Acting Dean, Roland Thomas 613-520-7802
Acting Associate Dean, Shibu Pal 613-520-2810
Main Office 613-520-2388

Faculty of Engineering

Dean, Rafik Goubran 613-520-5790
Associate Dean, Juan Salinas 613-520-5658
Administrative Assistant to the Associate Dean
 Stacey Fox 613-520-2600 ext. 6325
Academic Support Officer,
 Brian Laughton 613-520-2600 ext. 5804
Academic Support Assistant,
 Vicki Button 613-520-2600 ext. 4067
Architecture 613-520-2855
Civil & Environmental 613-520-5784
Electronics 613-520-5754
Industrial Design 613-520-5672
Information Technology 613-520-5644
Mechanical and Aerospace 613-520-5684
Systems and Computer Engineering ... 613-520-5740

Faculty of Graduate Studies and Research

Dean, John Shepherd 613-520-2518
Assoc. Dean, Robert Holton . 613-520-2600 ext. 8949
Graduate Awards Specialist . 613-520-2600 ext. 8349
Graduate Registrar's Office 613-520-2525

Faculty of Public Affairs

Dean, Katherine Graham 613-520-3741
Associate Dean, Michael MacNeil 613-520-3741
Associate Dean, Chris Dornan 613-520-7560
Arthur Kroeger College 613-520-7560
Criminology/Law Enforcement 613-520-2588
Economics 613-520-3744
European & Russian Studies 613-520-2888
International Affairs 613-520-6655
Journalism 613-520-7404
Law 613-520-3690
Mass Communications 613-520-7408
Political Economy 613-520-7414
Political Science 613-520-2777
Public Policy and Administration/
 Public Service Studies 613-520-2547
Social Work 613-520-5601

Faculty of Science

Dean, George Iwama 613-520-4388
Associate Dean, Undergraduate Affairs,
 John Armitage 613-520-4326
Biology & Biochemistry 613-520-7549
Chemistry 613-520-3848
Computer Science 613-520-4364
Earth Sciences 613-520-4417
Integrated/Environmental/TSE 613-520-8768
Mathematics & Statistics 613-520-2150
Physics 613-520-1023

Library

University Librarian, Margaret Haines . 613-520-2725
Circulation 613-520-2734

Other Offices

Admissions 613-520-3609
Athletics 613-520-4480
Awards (Undergraduate) 613-520-3600
Business Office 613-520-3626
Centre for Aboriginal Culture
 and Education 613-520-4494
Computing Services 613-520-3700
Co-op Office 613-520-4331
Development/Alumni Services 613-520-3636
Human Resources 613-520-3634
Learning Technologies
 CUTV 613-520-4055
 Media Technology Distribution ... 613-520-3815
 Teaching/Learning Centre 613-520-4433
Parking and Lockers 613-520-3623
Physical Plant 613-520-3668
Senate 613-520-4478
Sports Medicine 613-520-3510
Sports Therapy 613-520-3511
University Communications 613-520-3660

CARLETON SURVIVAL

First things first: we all know it's all about the marks

Well, that's not entirely true. In some departments, it's all about the Marx. But in either case, it is important to be able to find your grades when you need to, so let's get started by seizing the means of registration.

MYCARLETON, (otherwise known as Carleton Connect) is the online portal to student registration and administrative activities. It is your one stop link to complete registration, student records, admissions and fee information – personalized for you. Using Carleton Central, you can register for courses, display your timetable and final grades, print your academic audit and student account, view OSAP information, apply to graduate and update your address.

At Carleton Central, you log on with your **PERSONAL INFORMATION NUMBER (PIN)**. Guard your PIN zealously. Although identity theft is more commonly associated with banking, it's possible at university too!

Now we're ready to get into what you need to know during your academic career at Carleton. We can't provide you with all the specifics in just one book, but we've put together a pretty good overview. You should check with your Registrar to make sure you are taking the correct courses for graduation. Reading pages 41-81 of the *Undergrad Calendar* would be time well spent.

Did you know?

ABOUT TUITION REFUNDS...

The refund schedule for dropped courses differs from the academic course drop schedule. See the Dates and Deadlines page in the Registration Instructions Booklet.

<i>Fall Term</i>	<i>Fee Adjustment</i>
Before midnight September 30	100% refund
Starting October 1	no refund
<i>Winter Term</i>	
Before midnight January 31	100% refund
Starting February 1	no refund

Carleton has a **FIRST YEAR EXPERIENCE OFFICE (FYEO)**. Make it one of your first stops when you arrive. This office will help all students in all programs to make the transition to university. Look to the FYEO for student orientation, peer mentoring, success-series workshops, parent and family outreach and support programming that will help make for a successful year.

Another good starting point for any of your academic needs is the **UNDERGRADUATE OR GRADUATE REGISTRAR'S OFFICE**. It's a key link between students and the University. These offices maintain your academic records, administer numerous regulations, handle the paperwork for changing majors and a lot more.

The Undergraduate Registrar's Office has a number of functions. The office maintains the official **STUDENT RECORDS**. They take care of applications for undergrad and special students – forms such as declarations of major or change of major, transfer of credits for courses taken at other universities, explanation of degree audits, academic performance evaluations, review of final grades, grade reports, changes of grades and graduation.

Graduate Studies processes a variety of forms and applications for graduate students such as admission, transfer of credit for courses taken at other universities, revision of program requirements, thesis requirements, time limits for program completion, change of grades and graduation.

When you make a major decision, especially if it's an unusual one, get permission in writing. It's up to you to go out and get information yourself. Talk to both your Registrar's Office and academic advisor. If you have an unusual problem or if you need to appeal a University decision, contact Ombuds Services in addition to getting advice from an advisor or your Registrar's Office.

By the time you read *Survival*, you should have received the information you need to help you with **COURSE SELECTION AND REGISTRATION**. If not, get in touch with the Undergraduate Registrar's Office, Graduate Studies or Admissions Office if you're a new student.

First Year Experience Office
(FYEO)
613-520-7595

Shannon Butters,
Manager

Undergraduate Registrar's
Office
300 Tory
613-520-3500
613-520-4410 (fax)
www.carleton.ca/registrar
registrar@carleton.ca

Hours:
M-F: 8:30 am to 4:30 pm
Limited evening service
(pick-up/drop-off counter)
Tu-W: 4:30 pm to 7:00 pm

Graduate Studies
512 Tory
613-520-2525
www.gs.carleton.ca

Front Counter Hours:
M-F: 8:30 am to 4:30 pm

Ombuds Services
511 Unicentre
613-520-6617
613-520-3599 (fax)
www.carleton.ca/ombuds
ombuds@carleton.ca

Admissions Office
315 Roberson
613-520-3609

Graduate Studies
512 Tory
613-520-2525

Your choice of courses in some schools or departments will be limited. Check the *Calendar* very carefully for rules governing course selection, prerequisites and other restrictions. Carleton keeps the web version of each *Calendar* up-to-date. If you register in the wrong course by mistake, you may find that the credit will not be applied toward your degree. The online class schedule will be helpful with course restrictions.

Students can always get advice from their major department or the Student Academic Success Centre. Graduate students should consult their department.

You may not always get the course of your choice the first time you use the registration system. Keep trying; someone may withdraw and open a place.

CARLETON CENTRAL follows certain rules. For example, "courses that normally start in September and end in April are *two-term* courses. You are required to register in such courses twice, once in each term."

If you don't like a course you are in you can **CHANGE COURSES**, but you have to do it before the deadline of September 21 for full-session courses and first-term courses; January 18 for second-term courses. After these dates, you may still drop courses, but you won't be able to register in an alternate course until the next term unless you can show 'exceptional circumstances'.

If you're considering switching courses, see the appropriate advisor in your department, School or Institute. S/he should be able to tell you if the course is acceptable for your degree program. If you're doing something unusual (perhaps taking a course from a very different Faculty or one which may overlap with

another course you have already taken), clear it with the Registrar's Office and consider getting it in writing.

If you're thinking about changing your degree program or major, make an appointment with an academic advisor from the Student Academic Success Centre.

Remember too that changing the number of credits you take during each term may mean a change in fees. If you're thinking about dropping a course, make an informed decision as quickly as possible. Don't forget the refund system could cost you money if you don't find out the details (see p. 3 of this book).

This university thing may not always be easy. It can take some adjustment, particularly in your first year. If you start feeling overwhelmed, keep your chin up: there are a number of services on campus to help you. It's a good idea to check these out early in the term before you run into trouble with mid-term exams and final assignments.

Academic advising is a confidential service offered to help students resolve academic issues concerning program requirements, policies and regulations. This service can also assist students with forming academic goals and educational plans. The **STUDENT ACADEMIC SUCCESS CENTRE (SASC)** operates with a staff of professional academic advisors who work together with other services and department advisors to aid students with academic concerns. SASC offers a number of programs that can help you achieve academic success including Learning Support Services, First Year Connections (for students in residence), the Tutorial Referral Service, First Year Information Sessions and Major Exploration. Upper-year undergrads with declared majors may find that their Undergrad Advisor in their department is a more appropriate source of academic information specific to their program.

If you're having difficulty with course content, meet with your instructor after class or during scheduled office hours. All instructors have a few hours each week available to see students individually. We've listed (in the margin) the many services available to help you. (There may be a minimal charge for some services; others are free. In all cases, the personnel are experienced in study skills areas.)

If you have trouble with a course once you're enrolled, talk to the instructor or teaching assistant first. If s/he can't help, approach the department chairperson. An academic advisor in SASC would also be a good person to consult.

The Student Academic Success Centre sponsors a program called **PEER ASSISTED STUDY SESSIONS (PASS)**. These are workshops that help students with certain courses that are known to be most challenging. You will have a facilitator to help you with the free workshops. PASS facilitators are successful students who

Student Academic Success
Centre (SASC)
302 Tory (Quad Level)
613-520-7850
www.carleton.ca/sasc
sasc@carleton.ca

Academic Advisors:
Visit the Registrar's Office
or SASC and your major
department

Did you know?

ABOUT CO-OP EDUCATION...

Co-operative education options are available in more than 80 program streams and concentrations at the undergraduate level and in four programs at the graduate level.

As a co-op student, you will alternate your school terms with paid full-time work terms that are directly related to your field of study. Work terms allow you to develop key skills and graduate with tangible workplace experience.

The application deadline for the May 2008 work placement is September 21, 2007. To apply or receive more information about the program, visit the Career Development and Co-operative Education website at www.carleton.ca/cdce, call 613-520-4331, or drop by the office at 1400 Carleton Technology and Training Centre.

Learning Support & Study
Skills Program/Student
Academic Success Centre
(SASC)
302 Tory (Quad Level)
613-520-7850
www.carleton.ca/sasc
sasc@carleton.ca

Study Skills videotapes from
Instructional Media Services
613-520-3812

Student Academic Success
Centre (SASC)
302 Tory (Quad Level)
613-520-7850
www.carleton.ca/sasc
sasc@carleton.ca

Individual Assistance:
Mathematics Tutorial Centre
1160 Herzberg
(access from tunnel)
613-520-2155

English as a Second Language
215 Paterson
613-520-6613
www.carleton.ca/slals
esl@carleton.ca

Learning Commons
MacOdrum Library
613-520-2735
www.carleton.ca/learningcommons

Academic Writing Centre &
Writing Tutorial Service
(Help with essay writing)
404 MacOdrum Library
613-520-6632
www.carleton.ca/wts

Speed Reading Course
contact CUSA/401 Unicentre
613-520-6688

Peer Assisted Study Sessions
c/o SASC
302 Tory (Quad level)
613-520-7850
www.carleton.ca/pass

Student Academic Success
Centre (SASC)
302 Tory (Quad Level)
613-520-7850
www.carleton.ca/sasc
www.carleton.ca/pass
sasc@carleton.ca

earned an 'A' in their course. They are trained to help you establish efficient study methods. To see which courses have help available, check out the PASS website.

Sometimes study groups can help you with your course load – get together with your fellow students to share notes, to discuss essays and assignments or to work together. You can book a study-group room at Learning Commons in the Library. Just make sure your prof is okay with people working together. S/he may allow you to debate with each other, but profs still expect students to go away and write their own assignment. If you are having difficulty with academic writing, consider contacting the **WRITING TUTORIAL SERVICE**. They will listen to what you say, and give advice specific to your work. They can help with your writing process (essays and lab reports) and answer your questions about writing. And it's free!

And if you feel there is no other recourse for you, you can **WITHDRAW FROM COURSES**. But it has to be done according to very strict rules and regulations. And it must be done by certain dates if you wish to do so without academic penalty. Don't just stop attending classes or tell your instructor you're withdrawing. Note that the refund schedule for dropped courses is very different from the academic course drop schedule (see p. 3 of this book).

For undergraduates and Special Students, the deadline for withdrawing from first-term courses is November 9; for full-session courses and for second-term courses, March 14. If you've decided to withdraw from one, some, or all of your courses, you must formally drop the course(s) on the web at Carleton Central for it to become official.

If you miss this date, you will fail the course. This will not be erased from your record and further problems could arise when re-registering at Carleton or seeking admission elsewhere.

Withdrawing is a big deal. So don't do it hastily. Take the time to find out if this will have any impact on your academic progress (at SASC), your student loan and/or grant or scholarship (at the Awards Office) and your eligibility to live in Residence (at the Housing Office) – any of these decisions could affect your full-time status. All Faculties have regulations limiting the number of repeat courses, replaced courses and failed courses an undergraduate student may take. Be sure to check with your Registrar's Office staff to confirm that you won't exceed the discredits/attempts limits.

Did you know?

ABOUT THE LEARNING COMMONS ...

There's a place in the Library designed to help you improve your study skills. The Learning Commons brings together Learning Support Services (that means study-skills support), Computing and Communications Services, and the Library – all focussed on helping you be a better student. All the information is on the web at www.carleton.ca/learningcommons. You can even borrow a laptop from the Circulation Desk!

*Now here's one thing we can't stress enough: do all your research with complete academic integrity. **PLAGIARISM IS UNACCEPTABLE.***

You're not the only person who knows how to retrieve information on the Internet. Your classmates do. Your professors do. *You'll get caught if you do not properly footnote.* And the rules are clear. If you have plagiarized, the penalties are serious. They could range from an 'F' in the course to suspension from the University.

The University also considers it dishonest to submit the same essay in different courses. Know the rules. Never submit an assignment in your name that is essentially a copy of something you've worked on with a classmate – even when the instructor allows group work. Write the assignment using your own words. Don't lend your work to anyone – it's not worth the risk. Learn how to footnote properly. Don't assume it's the same as it was back in high school.

When writing an essay, follow the essay-writing guidelines available online, at the Library's website or in your departmental office. Ask the Writing Tutorial Service for advice. Use footnotes carefully. Use quotation marks or your own words instead of a rough paraphrase. Come up with your own ideas. If you are doing group work, ensure all members footnote properly. If anyone suggests your work is not your own, contact Ombuds Services for information on the process followed by the University. Allegations of plagiarism and penalties can only be dealt with by the Dean/Associate Dean of a Faculty. Don't let anyone else penalize you over alleged plagiarism. An interview is arranged for the student, usually at the Dean's office. Then, based on the interview, the Dean assesses whether the allegations are true and decides on the appropriate outcome.

In short, academic integrity protects the credibility of your degree. Be proud of your work and your degree.

Ombuds Services
511 Unicentre
613-520-6617
613-520-3599 (fax)
www.carleton.ca/ombuds
ombuds@carleton.ca

Academic Writing Centre &
Writing Tutorial Service
(Help with essay writing)
404 MacOdrum Library
613-520-6632
www.carleton.ca/wts

Student Academic Success
Centre (SASC)
302 Tory (Quad Level)
613-520-7850
www.carleton.ca/sasc
sasc@carleton.ca

Academic Integrity Policy
www.carleton.ca/studentsupport

Undergraduate Registrar's
Office
300 Tory
613-520-3500
613-520-4410 (fax)
www.carleton.ca/registrar
registrar@carleton.ca

Hours:
M-F: 8:30 am to 4:30 pm
Limited evening service
(pick-up/drop-off counter)
Tu-W: 4:30 pm to 7:00 pm

Graduate Studies
512 Tory
613-520-2525
www.gs.carleton.ca

Front Counter Hours:
M-F: 8:30 am to 4:30 pm

On to some of the nuts and bolts stuff: Make sure your mailing addresses (both local and permanent) are correct – at www.MyCarleton.ca and use Carleton Connect.

Of course we have **DEADLINES!** And lots of 'em! The most comprehensive lists of academic and administrative deadlines set by the University are in the *Undergrad Calendar* pp. 6-8 and the *Graduate Calendar* pp. 10-11.

Within these formal guidelines, each instructor will establish his/her schedule for tests, submission of assignments and completion of other course work. This should be clearly spelled out early in the term in the course outline given to you in class.

Extensions may be available in really serious "special circumstances." It's possible that instructors will take into account special extenuating circumstances and will allow informal extensions for assignments. It usually helps if you have been a reasonably good student and have attended classes. Deferring a scheduled final exam or arranging to hand in an assignment beyond December 3 (for first-term courses) or April 7 (for full-session courses and second-term courses) is technically impossible unless your Registrar's Office and/or appeals committee approves. You must apply for a deferred exam within five working days of the exam with appropriate documentation. Check the Registrar's website for details. Deferred exams and assignments will only be considered when the conditions of the term work are met.

One other note – don't make travel plans before you see the December or final exam schedule. Professors and Examination Services do not normally reschedule exams.

Some professors, not without good reason, are adamant about deadlines and insist on academic penalties if they're missed. Often they make this clear (in writing) at the start of the course. If they haven't, find out how they feel about the matter. Remember – it never hurts to ask.

Once the University has approved a course description and added it to the *Calendar*, the instructor has fairly wide freedom to teach as, and what, s/he pleases. For this reason, but also because an informal approach is usually the best way to start, talk directly with your instructor about **COURSE WORK OR INSTRUCTION COMPLAINTS**. If it's a concern you share with other students, discuss it and try to work out a solution as a group. If the issue remains unresolved, meet with the chairperson or director of the department or school concerned. S/he can mediate in any dispute.

All courses will have written course outlines detailing content, distribution of marks, deadlines, etc. They should be available to you at the beginning of the course. Read them carefully. While the exercise of independent academic judgment is an important right of any instruc-

tor, there are some limitations set by departmental, Faculty and Senate (University-wide) rules.

For example, there is a deadline (the last date for course changes in a given term) by which time instructors must have informed students, in writing, how their course marking scheme operates. Letter grades must conform to Carleton's standardized percentage equivalents (see *Undergrad Calendar* pp. 43-44, *Graduate Calendar* p. 69). Ask if a 'bell curve' is ever used.

Similarly, there are rules which govern how late in an academic year exams and assignments may be scheduled. For qualifying- and first-year courses, final and mid-year exams must be held during the official examination period. In these courses – and also in second- and third-year courses – no tests or exams may be held in the last two weeks of classes in the first or second terms of the fall/winter session. (For more exam rules, see pp. 44-46 in the *Undergrad Calendar*.)

If you feel you need an impartial opinion and perhaps representation or advice, contact Ombuds Services. Your Registrar's Office can also help fill you in on Faculty and University-wide rules.

EXAMS ARE GRADED FROM 'A+' TO 'F' and each grade has a corresponding numerical value to a maximum of 12 grade points; standard percentage equivalents are specified in the *Undergrad Calendar* pp. 43-44; and in the *Graduate Calendar* p. 69.

Remember that exams missed because you misread the timetable (or wrote down the wrong date or time) may not be rescheduled. See your Registrar's Office if this happens.

- **DEFERRED EXAMS** – If you find yourself in traction the day before your final exam or if serious illness, death in the family, or something else significant affects you, it is possible to apply formally for a deferred exam or a deferred final assignment. Contact your Registrar's Office within five days of the exam. There are strict deadlines – check the *Undergrad Calendar* pp. 44-45 and section 9.2 in the *Grad Calendar*. This is a big deal, so proof or documentation will be required (e.g., a letter from your doctor).

- **EXAM RULES** – If you find yourself panicking before you get to an exam, talk to your instructor or a counselor. It may help. When you get to an exam, don't sit with friends or talk to friends. Talking with anyone except the exam proctors is forbidden. That's how strict it is. And don't carry books or papers to your seat either.

Details are spelled out on the back of your official exam booklet – but make a point of reading the complete rules of conduct (*Undergrad Calendar* p. 61, *Grad Calendar* p. 68) before exams.

Ombuds Services
511 Unicentre
613-520-6617
www.carleton.ca/ombuds
ombuds@carleton.ca

Jim Kennelly, Ombudsperson

If anyone ever accuses you of **CHEATING**, see the Ombudsperson right away.

If you're suspected of cheating or breaking exam rules, you will be asked to attend an interview with the Dean of your Faculty. A guilty verdict can result in failure and even suspension. Ombuds Services can provide you with all the details regarding these instructional offences.

The big question at the end of each term or session is "How did I do?" **FINAL GRADES** are relayed to students as soon as humanly possible. You can find out about your grades by going online at Carleton Central.

The University does not mail out individual statements of marks. Returning undergraduate students can print out a degree audit (it's known as **DARS**), which summarizes courses completed to date, from Carleton Central. Each graduating student will receive a complete official transcript at the time of graduation along with his/her diploma. If you require official transcripts for external purposes, direct your request to your Registrar's Office. Final grades, including official transcripts, are not released by the University if you owe tuition, fees or fines.

Some departments post grades before they are processed to the student record system. The earlier you get a look at your grades, the earlier you can begin considering whether or not you want a review.

And yes, mistakes sometimes happen. Arithmetical or clerical errors are not infrequent; even substantive errors of judgment can happen. If you feel a **REVIEW OF GRADE** is warranted, start by speaking informally with your instructor as soon as you can after the grades are posted. Some departments insist on formal review of grades, others do not. Some ensure that one or two instructors review your work. Most departments ask the same professor to do the review. There are over 40 schools and departments – so policies vary.

If the review does not resolve your concerns, or if the issue is complicated, contact the Dean where the course is taught and ask for an **APPEAL OF GRADE**. The timelines for such an appeal are short and restricted – see p. 46 of the *Undergrad Calendar*. If your department won't show you your exam – call Ombuds Services.

The formal procedure for a review of grade should ensure that your request is not overlooked. (However, we would still advise speaking to your instructor as well, if you can.) To begin, fill out a formal request for review of a final grade at your Registrar's Office (deadlines are involved, see *Undergrad Calendar* pp. 6-8). If you are out of town, write to them. You will be informed of the result by letter. The \$60 fee you pay for a review is refunded only if your grade is raised. Keep in mind too that your grade could even be lowered upon review. Discuss this

Did you know?

ABOUT THE CAMPUS CARD ...

It's your student ID, gym pass, meal plan, library and debit card, all in one. The debit card feature is a secure way to pay for purchases all over campus. To add funds, visit one of the deposit stations listed on the back of your card or use the online deposit system. For more information go to www.carleton.ca/campuscard or call 613-520-3547.

with a member of your Registrar's Office or SASC at the outset of your request for a review. Grad students appeal through their Dean's office.

Academic success depends on a lot – how ready you are for university, your ability to adjust to the rigours of university life and your commitment to hard work. Poor study habits can lead to sliding marks and even to an **ACADEMIC WARNING OR SUSPENSION**.

The Student Academic Success Centre (SASC) can help prevent you from falling into these unfortunate circumstances. It'll help you develop effective study skills for academic success and to understand the rules and regulations. In short, they're the people to see if you think you need advice with your academic plans.

If suspended, you're gone for at least a year from your current undergraduate degree (though you *may* qualify to apply for admission to a different degree). Students who are suspended *may* – after a one-year absence from undergraduate post-secondary degree studies – petition for re-admission to their original degree. However, nothing is guaranteed.

If you find yourself on Academic Warning, it means you've been given a second chance. But the terms and conditions of your Academic Warning year will be applied very strictly. And if you can't meet them, you will be asked to leave. If you feel that you have some special (and resolvable) reasons for having failed to achieve Good Standing after an Academic Warning year, you can petition the decision to the Senate Undergraduate Studies Committee. The first thing to do is contact the Undergraduate Appeal Secretariat located in your Registrar's Office – in person, by phone, fax or e-mail. This office will help you file a petition that has the relevant information the committee will need.

The University has its share of rules and regulations, but we also have an **APPEAL SYSTEM**. If you feel an academic or administrative injustice has been done or important facts were overlooked, you may have your case heard. Frivolous appeals are discouraged, but the system is there for you when you really need it. A peti-

Student Academic Success
Centre (SASC)
302 Tory (Quad Level)
613-520-7850
www.carleton.ca/sasc
sasc@carleton.ca

Ombuds Services
511 Unicentre
613-520-6617
613-520-3599 (fax)
www.carleton.ca/ombuds
ombuds@carleton.ca

Jim Kennelly, Ombudsperson

Undergraduate Registrar's
Appeals Secretariat
300 Tory
613-520-3500
613-520-7878 (fax)
undergraduateappeals@carleton.ca

Undergrad Registrar's Office
300 Tory
613-520-3500
613-520-4410 (fax)
www.carleton.ca/registrar
registrar@carleton.ca

Hours:
M-F: 8:30 am to 4:30 pm
Front Counter Hours:
M-F: 10:00 am to 4:30 pm
Limited evening service
(pick-up/drop-off counter)
Tu-W: 4:30 pm to 7:00 pm

Graduate Studies
512 Tory
613-520-2525
www.gs.carleton.ca

Front Counter Hours:
M-F: 8:30 am to 4:30 pm

Ombuds Services
511 Unicentre
613-520-6617
613-520-3599 (fax)
www.carleton.ca/ombuds
ombuds@carleton.ca

tion is distinct from an appeal. A petition seeks relief from a published regulation. An appeal alleges misrepresentation or an injustice on the part of the University. Academic petitions and appeals are initiated by application to the Undergraduate Appeals Secretariat located in the Registrar's Office – in person, phone, fax or e-mail.

A new system of Academic Regulations was introduced in September 2002. If you began your studies before this date, you may find yourself in a situation where the old rules work better in your case. The University has an Appeal System to hear such cases – contact the Undergraduate Registrar's Secretariat or Ombuds Services for information.

Your Registrar's Office also accepts **REQUESTS FOR SPECIAL CONSIDERATION**. If you find yourself at odds with University or Faculty regulations due to unusual or extenuating circumstances, you may be eligible for special consideration. If you have any questions related to the above topics, drop by the Registrar's Office to obtain relevant literature or to speak with advisors at Student Academic Success Centre. Graduate students – remember to go to Graduate Studies or your department for all your academic questions.

The appeals committees almost always meet *in camera*. This means your petition will be in written format. As such, it would be wise to go over what should be included in your letter of petition at the Registrar's Office. If the issues are reasonably complex, you may also wish to consult Ombuds Services.

If your petition is not allowed, there may be further avenues of appeal. Check with the Ombuds Services about the relevant procedures.

Remember, as well, that the Acting University President (Samy Mahmoud), Acting Vice-President Academic and Provost (Feridun Hamdullahper), Vice-President Finance and Administration (Duncan Watt) or any one of the Deans may be willing to help you. As executive officers of the University, they may be in a position to assist.

When dealing with a complaint, grievance or appeal, University employees or faculty members are not 'the enemy'. They can help. You should treat them with respect and they should do the same to you in return.

If you're thinking about a change in university scenery, remember this: Universities like the idea that they're giving you a whole degree, not just adding their name to an assortment of courses from other universities. So in order to **GET CREDIT FOR COURSES TAKEN AT OTHER UNIVERSITIES** (or a French course on a Summer Bursary Program), you must ask the Registrar's Office for a 'Letter of Permission' (*Undergrad Calendar* p. 50) well in advance of registering for the course.

An application fee of \$33.50 applies for each course, regardless of credit value, to a maximum of \$167.50 per academic session. Apply formally, with a calendar description of the course you want to take, at the Registrar's Office before you register. Application deadlines are November 1 for January registration, March 1 for summer registration and July 1 for September registration. For calendars from other universities, see the Career Development and Co-operative Education Office.

In certain cases, Carleton students can register at the University of Ottawa without paying extra fees. Registration forms and information on the exchange agreement are available at the Registrar's Office. Check with the University of Ottawa for registration and course-change deadlines. Remember, this is not a method for registering in a course for which you would not have been eligible to register at Carleton. Make sure that the course you pick is acceptable. Conditions apply – see the Registrar to find out more.

If you can't make it to campus to attend your class you may want to consider Carleton's **CUTV**. It brings the classroom to your living room!

The on-campus section of your course may be full or not fit your timetable. Perhaps you prefer taking classes in your home. No matter your reason, CUTV is a flexible alternative. To register for a CUTV course, just look for a 'T' or 'V' under the section category.

There are four ways you can take a CUTV course. Students registered in a CUTV course who live within the broadcast area can watch their classes with a Rogers Ottawa digital cable subscription. Check the CUTV website for channel information. Students can also watch a webcast during the regular scheduled timeslot on the CUTV website.

For a fee, students can register to see course lectures at their convenience over the Internet with the video-on-demand service. In addition to the 'T' or 'V' section register in the course's 'TOD' or 'VOD' section.

CUTV is phasing out its DVD delivery service, which delivers lectures to your door for a fee. For one final academic year, this will be offered for 2nd and 3rd year courses only. To choose DVD delivery register in the course's 'TTY' or 'VTY' section in addition to the 'T' or 'V' section. (make sure you have a 'TY' address at Carleton Central – deliveries cannot begin without one)

All CUTV courses have the same requirements and expectations as on-campus courses. You get the same course materials, graded assignments and exams. The difference lies in connecting to your fellow CUTV classmates, instructors and teaching assistants. Each CUTV course has a voice-mail box. Many CUTV course instructors use the campus-based e-mail (MyCarleton) and newsgroup systems (WebCT).

Career Development &
Co-operative Education
Office
(CDCE)
401 Tory
613-520-6611
www.carleton.ca/cdce
career@carleton.ca

CUTV
401 Dunton
613-520-4055
www.carleton.ca/cutv
cutv@carleton.ca

CUTV Student Centre
D299 Loeb
613-520-7609

Rogers Digital Cable
1-866-551-4456

Samy Mahmoud,
Acting President
503 Tory
613-520-3801
presidents_office@carleton.ca

CUTV students who are registered with the video-on-demand or DVD service may take their exams at a distance if they live outside a 160 kilometer radius of Carleton. Check CUTV's website for information.

After the first three weeks of classes, you may attend on-campus lectures (if space is available). Some courses include weekly groups or labs. Students are invited to join those on-campus in the end-of-term evaluation process.

No matter what you do, don't cram a semester into a week just before the final exam. Video cramming won't work and you'll have missed deadlines and announcements throughout the semester.

If for some reason you must miss a class, the CUTV Student Centre offers DVDs for rental. Lectures are only available during the term in which the course is offered. These are not available to study for deferred exams.

CUTV learning is great, but it really helps if you're a motivated and independent learner.

One other note on the academic front: Graduation doesn't just happen. **YOU ACTUALLY HAVE TO APPLY TO GRADUATE** — it's not an automatic consequence of finishing your final course. Go to Carleton Central to apply.

The deadlines for 2007-2008 are: December 1 — for winter graduation in February; February 1 — for spring graduation in June; September 1 — for fall graduation in November. If this is your final year, print an audit (it's called DARS) from Carleton Central in September to ensure you are meeting the graduation requirements.

And finally, everything you've just read will probably be irrelevant if you haven't made the **MACODRUM LIBRARY** an integral part of your Carleton career.

The University Library will be an important place to find information for your term papers. You will access online resources for help in finding books, journal articles and conference reports. You'll research your term papers using the growing collection of full-text electronic journals. Use the web-based Library catalogue from home or from campus computer labs — it leads you to more than three million books, periodicals, government documents, maps and much more. Electronic journal articles and the Interlibrary Loan Service will help you locate material not available at Carleton.

You may borrow a maximum of 100 items at any one time. Loan periods are two weeks for undergrads, four weeks for fourth-year honours and grad students. Your Campus Card is also your Carleton Library card. It is also valid for borrowing, in person, from the University of Ottawa and most Canadian university libraries. Some fourth-year honours and grad students have on-site access to Canada's premiere science collection at CISTI;

Did you know?

ABOUT GETTING TRANSCRIPTS ...

You must complete a form requesting a transcript — either online at www.carleton.ca/registrar or from the Registrar at 300 Tory. If you owe past fees or fines, transcripts will *not* be issued. Processing normally takes at least 48 hours, but allow two weeks at the end of academic sessions (January, May, August). It is your responsibility to submit requests well in advance of any deadlines you hope to meet. There is no fee for Carleton transcripts.

make arrangements at the Circulation Desk before you go there.

If your card is lost or stolen, report it immediately. You can disable your card through Carleton Central.

You're responsible for all books taken out on your card — so if it's gone missing — disable it asap.

Overdue fines are 50¢ per day for books — for the first 30 days — and then jump to \$1.00 per day. Fines for reserve materials are \$1.00 per hour. Borrowing privileges are suspended if you accumulate \$10 or more in fines. For your convenience, fines may be paid with cash, Visa, Interac or Campus Card at the Circulation Desk. Exam marks and transcripts are withheld if you haven't paid all Library fines on your account by the end of the term. Check the Library's website for further information.

The Library has MADGIC, the centre for maps, government information, data and statistical software. There is also an Adaptive Technology study room with large-print terminals for students with disabilities; a microform scanner (to digitize microfiche/film materials onto CD); a large copy centre and laser printers.

Information brochures and Library Guides to acquaint users with the building, resources, and services are available near the Learning Commons Desk and online. Orientation tours and workshops are offered in the fall.

You'll find Learning Commons study areas on the 2nd, 3rd and 4th levels. The staff can teach you how to research, write and footnote your projects and prepare for exams. Study groups can book private rooms on the 4th level.

The Library has 80 laptops available for use in the building. You can sign them out at the Circulation Desk. The entire building has wireless access.

The Page Break/Starbucks coffee shop is located on the Library's main floor.

Undergrad Registrar's Office
300 Tory
613-520-3500
613-520-4410 (fax)
www.carleton.ca/registrar
registrar@carleton.ca

Hours:

M-F: 8:30 am to 4:30 pm
Front Counter Hours:
M-F: 10:00 am to 4:30 pm
Limited evening service
(pick-up/drop-off counter)
Tu-W: 4:30 pm to 7:00 pm

MacOdrum Library
Reference & Info
613-520-2735
www.library.carleton.ca

Hours:

613-520-5621
Circulation Desk
613-520-2734

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- Brochures
- Booklets
- Flyers

FULL-SERVICE PRINTING

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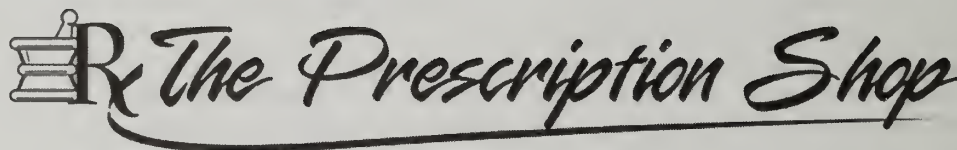
LASER PRINTING & COPYING

- Unicentre (1st Level) – 613-520-3703
- Library (Room 150) – 613-520-6679
- Loeb (Room C266, Tunnel level)
– 613-520-7484
- Robertson Hall (Room 102)
– 613-520-3625

Graphic
CARLETON UNIVERSITY
SERVICES

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*Are you a graduate student preparing to have your thesis copied?
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Your Drug Information Pharmacy – Pleased to serve you on campus

Tunnel Access (across from Robertson Hall)

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Non-Prescription Medications

Professional Pharmacists and Staff

Private Consultation Area

Vitamin/Herbal Products and Information

Patient Drug Information

Student Drug Plan online

- 1) Present your student card with your prescription.
- 2) Pay only 20%. (some exceptions apply)

On Campus: 1st floor CTTC building
Phone: 613-526-3666 *Fax:* 613-526-5977
Website: www.prescriptionshop.ca
Hours: Monday to Friday, 9 am to 6 pm

Located on campus in the Technology & Training Centre

CARLETON SURVIVAL

132 things you must know about living on your own

Housing & Conference Services
261 Stormont
613-520-5612
613-520-3952 (fax)
www.carleton.ca/housing

YOU'RE MOVING INTO RESIDENCE. You're out on your own, and part of a community of over 2,500 students spread over nine buildings on the north side of campus. It's a small town. It's all administered by Housing and Conference Services. Residence accommodation is available for both the academic and summer terms.

EVEN IF YOU DECIDE TO LIVE OFF CAMPUS, the first place to go to is Housing and Conference Services or their website. They have a free service where area residents are encouraged to list available rooms, apartments, shared accommodations and houses. The postings, along with a map showing the geographic areas, are accessible on the website or on the boards outside the Housing Office. (Remember, the University doesn't inspect these accommodations prior to listing. It's your responsibility to view the premises and make appropriate arrangements with the landlord.)

The GLBTQ Centre provides a bulletin board listing for gay, lesbian and bisexual-positive housing offered and wanted. Listings are not screened, so good sense is in order when searching for housing.

Did you know?

ABOUT RULES & MORE RULES ...

We are the size of a small town – 23,000 students. There are rules to ensure academic integrity and conduct rules to ensure a level of respect for each other and for property.

If you find yourself on the wrong side of the rules, you will probably be notified to attend a meeting with a Dean or the Director of Student Affairs.

Talk to the Ombudsperson, Jim Kennelly (511 Unicentre), before that meeting to be sure you understand the full story on the allegations and the process that will be followed.

If you want to check out Carleton during the 'off season,' the **TOUR AND CONFERENCE CENTRE** offers accommodation at reasonable rates in the summer. For more information or to make a reservation give them a call.

And yes, there are lots of **OTHER WAYS TO FIND A PLACE TO LIVE.** Try soliciting advice from friends and check out ads in the *Ottawa Sun* and the *Ottawa Citizen*. Walk or cycle through the neighbourhood of your choice and you may stumble upon a 'for rent' sign. Some students may try using a rental agency but make sure you know exactly what services you'll be getting for the money you pay.

However you find your place, **IT'S CRUCIAL TO INSPECT THE PREMISES CAREFULLY** before you make a decision. Here's a really important list of some things to watch out for when making up your mind.

- **Find out who pays for utilities,** such as water, oil, gas, electricity and cable. If you will be paying (especially in a large house you plan to share with other students), get an estimate of costs. Don't simply take the landlord's word. If they don't pay, they may not know or care. Check with the previous tenants, if possible, or with the service companies. Remember that prices vary depending on the time of year. Obviously it costs less to heat your place in July than in January.

- **If you pay for heating,** storm windows make a significant difference. Look for actual windows; don't just take someone's word for it.

- **Look for a thermostat.** If it's not within your unit or if it's locked, you could find the Ottawa winter a little cold, even with the legal minimum temperatures that landlords must ensure in the winter.

- **Is parking included in the rent?** If not, find out how much it costs, where it is, if guests can park overnight and who is responsible for snow removal. Don't forget to calculate the cost of a monthly bus pass, if needed, into your expenses.

- **Check the water pressure** – mornings can be tough enough without dealing with showers with minimal water pressure or no hot water.

Tour and Conference Centre
613-520-5611
www.carleton.ca/housing/tourandconference

Landlord & Tenant Board
1-888-332-3234

Ombuds Services
613-520-6617
613-520-3599 (fax)
www.carleton.ca/ombuds
ombuds@carleton.ca

Jim Kennelly, Ombudsperson

GLBTQ Centre for Sexual & Gender Diversity
427 Unicentre
613-520-3723
www.carleton.ca/glbtc
glbt@cusaonline.com

- **Inspect the fridge and stove.** Be sure the freezer freezes and the stove cooks. Find out if the landlord is renting an 'equipped unit' or if these are just abandoned relics of past tenants. If the landlord accepts responsibility for the appliances, get it in writing.
- **Find out if there is enough storage space** – computer boxes don't crush down very well. If you own any large, cumbersome objects, measure the doors to see if, for example, your queen-size box spring will fit through.
- **Check for cockroaches, mice and other vermin,** as well as for noise.
- **Ask the current tenants,** about the landlord's willingness to make repairs. A good landlord is a real plus.

If your landlord agrees to make repairs, provide parking, pay for utilities, help you to paint the place or whatever, get it in writing on the lease. Never accept a vague promise. Don't assume s/he will do what you want unasked. Write it down and have both parties sign. This can take the form of a lease, an 'addendum' to the lease, or a separate agreement. If your landlord resists written agreements, take along an acquaintance and make sure s/he heard what you heard. Most problems with verbal assurances lie in misunderstandings and in one's inability to prove what was said.

Watch for tenant information sessions in the fall.

Landlord & Tenant Board
1-888-332-3234

Ombuds Services
613-520-6617

613-520-3599 (fax)

www.carleton.ca/ombuds

ombuds@carleton.ca

Jim Kennelly, Ombudsperson

If you have a specific **LANDLORD/TENANT PROBLEM**, the Landlord & Tenant Board can help, or you can call or visit Ombuds Services. Although the staff aren't lawyers, their experience will help.

The following applies whether or not you have a lease – although if you're not renting a self-enclosed unit with private bathroom and kitchen, you may not be covered by the protective legislation. Anyway, here are the rules.

The landlord must:

- provide premises in a good state of repair, meeting municipal safety standards and health regulations;
- provide a heating system which maintains room temperatures at 20° C during the day and 17° C at night;
- repair ordinary 'wear and tear' breakdowns;
- give 60 days notice to terminate a tenancy prior to the end of a lease and even if you do not have a lease (if s/he has reason);
- give 90 days written notice to raise rents (and rents may rise only once a year) – and accept a decision from the Ministry if the amount of the increase is in dispute. The maximum increase in 2007 is 2.6%.
- supply vital services (heat, water, electricity) even if you are facing eviction; and
- permit political-party workers and candidates access to tenants.

The landlord can't:

- enter your apartment without giving 24 hours notice – except for emergencies or, after Notice of Termination is given, to show it to prospective new tenants;
- lock you out of your unit;
- seize any of your belongings (for example, to cover back rent);
- collect a security deposit to be held against possible damage (a deposit of last month's rent is acceptable but the landlord must pay you 2.6% annual interest);
- unreasonably refuse you the right to sublet;
- deny accommodation on the basis of race, creed, sexual orientation, colour, religion or other grounds under the Human Rights Code (your being a student is not covered);
- attempt to evict you when you seek to enforce your rights under the Residential Tenancies Act.

OTTAWA'S RENTAL HOUSING MARKET IS OBVIOUSLY AFFECTED BY SUPPLY AND DEMAND.

While landlords are permitted to set a new market value rent rate each time a new tenant occupies a unit, the rent may subsequently only be increased once a year within guidelines until that tenant leaves.

Other stuff to keep in mind:

- living in a house occupied by the owner or owner's spouse, children or parents – and sharing a kitchen or bathroom facilities with these people – is not covered by the Act. Students who rent an entire house with other students (or share a unit together) are covered by the Act. University residences are not covered by the Act.
- **Shared accommodation can create some problems** – if there is no lease, it may not be clear who the 'tenants' are. On the other hand, any special agreement you make

Did you know?

ABOUT HOSPITALS IN OTTAWA...

- Ottawa Hospital
Riverside Campus, 1967 Riverside, 613-738-7100
Civic Campus, 1053 Carling Ave., 613-761-4000
General Campus, 501 Smyth Road, 613-737-7777
- Queensway-Carleton Hospital,
3045 Baseline Road, 613-721-2000
- Montfort Hospital,
713 Montreal Road, 613-746-4621
- Children's Hospital of Eastern Ontario (CHEO)
401 Smyth Road, 613-737-7600
- Royal Ottawa Hospital
1145 Carling Avenue, 613-722-6521 (Psychiatric)
505 Smyth Road, 613-737-7350 (Rehabilitation)

with the lease-signer(s) or tenant(s) is probably binding. For example, you can agree to give each other 60 days notice of departure instead of the 30 days applicable to a roomer who pays by the month. You could also agree that no one can leave for eight months or a year without finding a suitable replacement. Of course, one problem with such a verbal agreement might be proving it was ever made.

• **You need to know that agreements to lease are binding contracts.** Some landlords (especially realty companies) have forms which bind the tenant but not the landlord. Make sure you know what you're signing. Once you've signed a lease, you've signed a contract – make sure you understand your obligations. In some cases, signing an application to lease is the same as signing a lease – so only sign the application if “it's the one!”

Leases, like other contracts, are never all-or-nothing propositions. Read your lease carefully. Treat items as negotiable. Any special arrangements (like repairs to be done, parking arrangements) should be put in writing and signed along with the lease. There is no single ‘standard’ lease in Ontario. If you wonder about the fairness of yours, have someone with legal training look at the lease before you sign (perhaps U of O Student Legal Aid). It may be useful to keep (and have the landlord sign) a list describing the condition of the unit and appliances.

• **Leaving is harder than you thought.** Termination of a lease – which is a legal contract for a specified period – is not as simple as you might expect. You cannot just give 60 days written notice and leave unless you're renting on a month-to-month basis (without a lease). To be safe, count 61 days from the day rent is due. If not, and you need to leave before your lease ends, you may assign or sublet your unit with your landlord's prior consent. If the landlord refuses to consent to an assignment ‘in principle’, you may leave with 30 days written notice. If the landlord consents to the assignment, or if you are going to sublet your unit, the landlord cannot “unreasonably refuse” a prospective tenant. The landlord is permitted to charge you for reasonable out-of-pocket expenses incurred in giving consent. **If you have a lease which you do not want to renew, 60 days notice is still required before the lease ends. Give it 61 days to be sure. Check these rules with the Ontario Landlord & Tenant Board.**

• When it comes to **EVICTON**, the length of notice required if the landlord wants you to leave varies – but if you are unwilling to depart, you may not have to. The landlord must then apply for a hearing after sending you an official termination notice. There is a finite list of reasons the board will accept, including undue damage (by you or your friends), non-payment of rent, consistently late payments, disturbance of other tenants, overcrowding, carrying on an illegal business, or the wish of

Did you know?

ABOUT HOW WE'LL FIND YOU ...

It's not that the University is nosy. But we do need to know where you live. It's your responsibility to provide an up-to-date address. You must keep the University current by changing your addresses online at www.central.carleton.ca.

Students move a lot. Remember to change your mailing address during the summer months so the University can contact you as necessary. Carleton uses Connect e-mail for all regular correspondence.

the landlord (or immediate family) to reside in the unit. Of course, you have the right to attempt to disprove the landlord's claim.

• You have the right to respond, to counterclaim, to attend and be represented. Despite rumours to the contrary, a landlord can ask for an eviction order even in the dead of winter. However, his/her reasons must be acceptable. If you have a lease, the reasons may include breaking one of its terms, but the decision is up to the Tribunal. Usually, a fairly major breach of the agreement must be involved.

In the case of renovations or demolition, your landlord must offer 120 days notice (about four months). You, in turn, can terminate before the time is up by giving only ten days notice to the landlord. (You should do so in writing and pay your rent up to that date.) You can hold out for a court hearing where the landlord must prove that s/he actually plans major renovations, conversion, etc. Tenants can also reserve the right to move back into the units once renovations are complete, although the price can change.

• **ASSIGNING** should not be confused with termination of a lease. Rather, the term applies when you arrange for someone else to occupy your unit for a period of time – and you remain responsible for every obligation under the original lease and the Residential Tenancies Act. While you need your landlord's consent to sublet or assign your unit, consent cannot be withheld “arbitrarily or unreasonably.”

• If you find yourself with **SUB-TENANTS**, make sure to get a written agreement from them. Check their references thoroughly and, if possible, get their first and last months' rent on deposit. You can choose to sublet for a given period (if you want to return to the unit in September) or to assign the lease until its termination. Make sure to change the hydro, phone and other utility bills so they won't be in your name while you are away, so you won't be responsible for the charges.

Landlord & Tenant Board
1-888-332-3234

University of Ottawa Legal
Aid Clinic
613-562-5600

Carleton Location:
614 Unicentre
613-520-2600, ext. 8205

Landlord & Tenant Board
1-888-332-3234

University of Ottawa Legal
Aid Clinic
613-562-5600
Carleton Location:
614 Unicentre
613-520-2600, ext. 8205

ENFORCING YOUR RIGHTS AS A TENANT CAN BE DIFFICULT. If you have a specific problem, discuss it with an expert. If you suspect you are headed for court, visit U of O Student Legal Aid. The law students can represent all low-income people (most students qualify) in court over a landlord/tenant dispute.

Legal action is, of course, a last step even with free representation. First check out all the facts, then talk it over with your landlord. Tactful persuasion is always the best way to reach an agreement. (If it succeeds, it is fast, free and least unpleasant.) If the dispute persists, put your claim in writing and send the letter by registered mail. Give your landlord a set period (about two weeks) to respond.

If repairs are a problem, call Ottawa City Hall's Property Standards Branch, the Health Inspector and/or the Fire Prevention Bureau. They will certainly inspect the premises. They may be slow to act unless the problem is very severe, such as no water supply or no heat in January, but eventually the landlord will be forced to comply if repairs fall under their jurisdiction.

While legal action may be a last step, don't avoid it, particularly where the remedy you seek is, for example, termination of a lease or an injunction against the landlord for major repairs. It can often be quick and efficient. Do get advice and representation however, since it is available free of charge for most students.

Do not hesitate to exercise your rights as a tenant. Seek advice first and check with the Ontario Landlord & Tenant Board or Ombuds Services.

It's a given: **YOU'RE GOING TO HAVE A PARTY – MAKE SURE YOU CAN HAVE A SECOND ONE.** Use your head if you're planning a party and think of your neighbours.

Did you know?

ABOUT BEING A TENANT ...

Landlords can only increase your rent once a year. The allowable rent increase for 2007 is 2.6%. Anything above that amount – the landlord must apply to the Ontario Landlord & Tenant Board for permission.

If you pay first and last month's rent in advance, the landlord must pay you interest on the last month's rent. (This year the rate is 2.6%.) The province has a helpful information line at 1-888-332-3234.

If you have roommates, get them all to sign the lease. It'll work better when all of you have the same responsibilities. Make sure to get agreement on how all the bills will be paid.

Ottawa by-laws prohibits **EXCESSIVE NOISE.** If you think noise is excessive, call 613-580-2400 and it will be checked out. As a general rule, in central Ottawa, noise up to 55 decibels is okay between 7:00 am and 9:00 pm. Outside of those hours, 48 decibels is the limit.

Anyone hosting a party should, as a courtesy to neighbours: ensure no laws are broken (Liquor Licence Act, Noise By-law, Property Standards By-law, etc.); notify your neighbours a few days before – they will appreciate knowing; do not let the size of the group get out-of-hand – as a host you are responsible for guests' conduct; keep doors and windows closed to reduce the noise; keep guests from wandering through your neighbour's property and prevent intoxicated guests from leaving the party unattended. Enjoy yourselves, but remember, consideration of others and their property will always be appreciated. And don't forget to clean up any party remnants from the night before. Beer bottles in the yard or garbage cans left out for the week will not make you popular.

GETTIN' AROUND YOUR NEW TOWN. Ottawa's Transit system is known as OC Transpo. Use their website *Travel Planner* to find the best route. When you board a bus you must pay the exact \$3.00 cash fare, deposit two tickets (95¢ each) or show a pass (full-time students: \$59.75 monthly for unlimited rides on regular routes; \$70.00 to include access to express runs). Annual passes are available for \$573.60, or \$672 if you want to include express runs. If you're not using a monthly pass, always take a transfer to show OC Transpo inspectors that you've paid.

If you'd pay to ride more than 30 times per month, get a bus pass – it will save you money. First, you'll need an OC Transpo photo ID card (\$5.25) – available on campus during orientation. They are always available from OC Transpo at the Rideau Centre, Lincoln Fields, St. Laurent and Place d'Orleans transitway stations. Bring your Carleton ID card and tuition receipt and another photo ID to be eligible to use the lower-rate passes available to full-time students.

Monthly passes and tickets can be purchased at many corner stores – on campus at the Bookstore, Unicentre Store (1st level) and Residence Reception Desk (2nd level Res Commons).

Buses enter campus on routes 4, 7 and 117 on weekdays; routes 4 and 7 provide reduced weekend service.

The commuter O-Train runs north/south through Carleton. If you live near South Keys or Lebreton Flats, this is the quick way to campus. Many students bus to these locations and then zip in on the O-Train. Tickets are available at the station for \$2.25. Your transfer is your ticket. If expansion of the O-Train goes forward – during construction the rail service will be replaced by a bus travelling the same route.

City of Ottawa
Noise Complaints
613-580-2400

Ottawa Property Standards
Branch
613-580-2400

Health Inspector
613-580-6744

Fire Prevention Bureau
613-580-2860

Landlord & Tenant Board
1-888-332-3234

Ombuds Services
613-520-6617
613-520-3599 (fax)
www.carleton.ca/ombuds
ombuds@carleton.ca

Jim Kennelly, Ombudsperson

OC Transpo Information Line
613-741-4390
www.octranspo.com

Bus/train departure times
613-560-1000 ext. 6612

University Safety
613-520-3612
613-520-2122 (fax)
www.carleton.ca/safety
university_safety@carleton.ca

All you **CYCLING ENTHUSIASTS** have come to the right place (at least for seven months of the year). With hundreds of kilometres of bike trails and quick access to Gatineau Park, Ottawa is a biking mecca. Carleton wants bikes parked in the stands provided. You can't lock bicycles to walkways, sign posts, parking meters, wheelchair ramps, doorways, fire hydrants, inside offices, classrooms or anywhere else except a bicycle parking rack.

Bicycles aren't permitted inside campus buildings, except in the appropriate storage areas in Residence. And any bicycle that is not properly parked can be removed without notice.

The University isn't responsible for loss or damage to bicycles or locks, but you should report theft and damage to University Safety.

If you bring your car or motorcycle to campus every day you'll need a **PARKING PASS**. They're available exclusively at Parking Services. For information on rates, check www.carleton.ca/parking.

Parking is limited on campus. Permits are sold on a first-come, first-served basis.

Avoid parking illegally. Campus officers are very efficient at issuing parking tickets. Your car may also be towed away at your expense.

Recourse is available if you feel a ticket has been wrongly issued. To appeal a ticket, forms are available at Parking Services (or at www.carleton.ca/parking) and must be submitted within ten days. If you're not satisfied with the decision there is further recourse to an appeal committee.

Outstanding University traffic fines are applied to your student account. Release of final grades is conditional on payment.

Note that overnight parking on surface lots is not allowed from November 15 to April 15. During this period, those with permits must park in the Parking Garage.

Carleton's traffic regulations are available at www.carleton.ca/parking. Knowing these rules could save you money and hassle.

When you're parking at Brewer Park or on city streets, keep in mind there's a three-hour limit – whether it's posted or not. In the winter, there's no overnight parking if the forecast calls for seven or more centimetres of snow.

It's not too early to start planning your career.

As a university student, you've got a lot of exciting challenges ahead of you—as well as some important career decisions to make along the way.

That's where we come in. The **Career Development and Co-operative Education office** is your campus centre for career development, employment preparation, and experiential learning opportunities. Some of the services and programs we offer include:

- Job postings;
- Employment workshops;
- Career fairs, panel discussions, and company presentations;
- Career counseling; and
- Co-operative education opportunities in more than 80 programs, streams and concentrations.



For further information, visit one of our campus locations:

Co-operative Education
1400 CTTC Building
Tel: 613-520-4331

Career Development
401 Tory Building
Tel: 613-520-6611

carleton.ca/cdce



Career Development &
Co-operative Education

Top Ten Things to Know about the Campus Card

1. **It can be used all over campus!** Your card gives you access to the gym, library, res meal plan and more!
2. **There are 450 locations on campus that accept the Campus Card as payment!**
3. **There are 6 locations on campus to add money:** you'll find them all listed on the back of your card.
4. **You can make deposits to your card through the Internet and by fax:** go to our website to use our online deposit system and to get a downloadable fax deposit form.
5. **There are 2 different plans to which you can add money:**
 - Convenience Account: most commonly used account; can be used everywhere and the money carries over from year to year. Minimum deposit: \$5; maximum balance: \$5,000.
 - Dining Dollars: used to top up Residence Meal Plans, has 16% discount, can only be used at all Dining Services locations. Money expires on April 30th.
6. **You can check your card balance and transaction history from our website:** click on 'Card Balance/Activity' from our main page.
7. **The Campus Card saves you money and time:** no interest charges, no usage fees, no receipts to sign and faster than debit transactions.
8. **You are automatically entered into contests by using your card to make purchases.**
9. **You can deactivate and reactivate your Campus Card through Carleton Central.** Alternatively, call the Campus Card office at 613-520-3547 during regular office hours.
10. **Replacement cards cost \$19, so don't lose it!**

www.carleton.ca/campuscard



CARLETON SURVIVAL

Looking for loonies in all the right places

A university education is a big investment in your future. You have some important decisions ahead as you prepare for your studies, and careful financial planning is part of that equation. **YOU'LL NEED TO BUDGET** your tuition costs, the cost of living on or off campus, books and supplies, as well as your personal expenditures. Estimates of the cost of a year at Carleton will vary depending on your program and lifestyle preferences. Here's a breakdown of how much you might spend over the course of the academic year.

- **Tuition** and miscellaneous fees range from \$5,038 to over \$15,955, depending on your program and status.
- **Books and equipment** will cost around \$1,200, depending on your program.
- **Rent and board**, if you live off campus for eight months, may cost \$7,600. Shared accommodation and careful food shopping may set you back less. On-campus residence will cost between \$7,200 and \$7,500.
- **Local transportation** costs will depend on the distance you travel to Carleton each day. A basic bus pass costs about \$60/month – \$600 over the year.
- **Recreation and entertainment** costs depend entirely on the individual; budget at least \$1,800.
- **Laundry and clothing** can often cost \$800.
- **Return trips home** vary depending on where home is and how often you visit.
- **Miscellaneous expenditures** – toiletries, medical supplies and bought lunches will total at least \$1,000.

This is going to add up to \$16,000 or more for the school year (if you live on your own). International fees are higher.

In addition to careful budgeting, savings from summer and part-time jobs and financial help from your parents or spouse, you can apply for **FINANCIAL ASSISTANCE** through the Awards Office.

There are many different forms of assistance available to help you finance your years of study. By familiarizing yourself with scholarships and awards, as well as loans and bursaries, you'll go a long way in determining what types of financial arrangements are best for you. Awards staff can review your budget and offer sugges-

tions. They are skilled in helping you obtain the maximum financial assistance. Contact the Awards Office if you need to apply for assistance, your circumstances change after you've applied, you want to appeal your award, or you have any other questions about financial assistance.

As we said, **TUITION FEES** vary by Faculty and number of courses in which you are enrolled. Read the *Registration Instructions Booklet* carefully. You'll find that policies and procedures regarding fees may be important if you change status (full-time/part-time) or program.

You should be aware of the tuition implications of any change you make on Carleton Central. For example, "full-fee assessment" refers to 2.0 billing hours in a term.

If you want to withdraw from an individual course, or from the program entirely, you may be eligible for a refund. The refund policy for dropped courses is simple. Drop a fall term course by the September 30 deadline and the course fees are refunded 100%, with no administrative costs or penalties. But drop after that date and the fees are not refundable. Each term has one refund deadline. For the winter term it's January 31. Again, to avoid unpleasant surprises, refer to the Registrar's website. You may get a refund for the CUSA/GSA Health Plan if you can show you have coverage before October 12. *The Student Accounts section of the Business Office is the only reliable source for information about the refund system and about fees in general.*

The **UNIVERSITY AWARDS SCHOLARSHIPS** to full- and part-time undergraduate students.

- **Entrance Scholarships** – All entrance scholarships were awarded prior to registration to students who met the academic requirements.

- **In-course Scholarships** – All students with an 'A-' (10.0 GPA) standing who have not been awarded one of the continuing entrance scholarships are automatically awarded a \$750 to \$1,000 in-course scholarship for the following year, if the criteria outlined by the Awards Office is met (consult the Awards Office for details.)

Business Office Student
Accounts
3rd Level Robertson
613-520-3626

CUSA/GSA Health Plan
401 Unicentre
613-520-6688

Awards Office
202 Robertson
613-520-3600
www.carleton.ca/awards
awards@carleton.ca
Perry Legakis, Director
Joanne Bree,
Financial Aid Supervisor

Awards Office
202 Robertson
613-520-3600
www.carleton.ca/awards
awards@carleton.ca
Perry Legakis, Director
Joanne Bree,
Financial Aid Supervisor

In addition to these continuing entrance or general in-course scholarships, students may also be awarded specific in-course scholarships for their program, which can amount to \$2,500.

Awards Office
202 Robertson
613-520-3600
www.carleton.ca/awards
awards@carleton.ca
osap.gov.on.ca

Bursaries ranging from \$500 to \$1,500 are available to those who require FINANCIAL ASSISTANCE. These bursaries do not have to be paid back. Applications are available on the Awards Office website in early September. Be prepared to present a budget estimating your expenses and sources of funds including savings, family support and government assistance. There are also in-course bursaries and awards, distributed automatically to candidates chosen by their department or faculty. To view a list of the awards, the criteria used to distribute them, and for the application forms go to www.carleton.ca/awards.

If, as a registered undergrad student, you run into unexpected expenses or your student loan is delayed, you may be able to borrow up to \$500 from the University's Emergency Loan Fund until your other funds arrive. Applications are available from the Awards Office.

If you are enrolled as a full-time student, you may be eligible to borrow up to \$1,000 with a Parker Loan, if you're in your first year of studies at Carleton, and \$1,500 in future years to meet your educational expenses for the academic year. Payment is due July 1. Applications are available from the Awards Office.

OSAP
osap.gov.on.ca

The **ONTARIO STUDENT ASSISTANCE PROGRAM (OSAP)** is designed to help Ontario students cover the cost of post-secondary education. Funded by the federal and Ontario governments, OSAP is intended to promote equality of opportunity for post-secondary studies through direct financial assistance for educational costs and living expenses. These interest-free loans are intended to supplement your financial resources and those of your family.

Allowable educational expenses include such things as tuition fees, books and equipment, living expenses, local transportation and the cost of return trips home.

You'll be expected to contribute based on such things as income and resources of your parents or spouse, summer earnings, earnings during the school year, academic awards, income from government agencies and investment income.

To determine whether you're eligible for OSAP and to ensure that you have the proper funding for the start of your studies in September, you should submit your OSAP application (which includes signature and declaration sheets) by June 1. Students should apply via the OSAP website. Carleton Central is the best way to check the status of your application. It will tell you if there are any outstanding documents or whether your application

is on hold or approved. Processing takes a minimum of four to six weeks.

- **Other Provincial Assistance Programs** – If you don't live in Ontario, you may be eligible for loans and bursaries through your home province or territory. *Home* is usually defined as the province in which your parents currently reside or, if you are an independent applicant, the province in which you have most recently lived and worked for 12 consecutive months (outside of full-time attendance at a post-secondary institution).

- **International Students** – Undergraduate entrance scholarships are automatically offered to students who meet our academic and language requirements. Students who do not enter on a scholarship will automatically be considered for an in-course scholarship for the following year if they achieve an 'A-' (10.0 grade point) standing.

Those attending Carleton on student visas are not eligible for the Canadian Federal or Provincial student loan program but should look at what assistance may be offered through their home country.

American students are eligible to apply for assistance through the U.S. Federal Loans program.

Graduate Studies has a bursary fund for full-time students for unexpected and emergency needs.

Graduate Studies
512 Tory
613-520-2525

Needless to say, extra cash throughout the year wouldn't be a bad idea. Why not consider the possibility of a **PART-TIME JOB** on campus?

A university's a big operation – it requires lots of people to keep it running. For work study postings or other job opportunities, visit the Career Development and Co-operative Education website and look at their online job listings. More than 2,200 full and part-time, summer, volunteer, on-campus and contract positions were posted here last year. CUSA hires students as pub staff, cashiers, operating personnel and so on. The first issue of *The Charlatan* will list most vacancies.

University operations hire students during the school year. In particular, try Information Carleton, Aramark Foods, Student Liaison, Athletics Centre, Library, Instructional Media Services and your own academic department (just in case there's money around). Check with Carleton's Human Resources Office as well. The Awards Office also administers a Work Study Program with eligibility based on need.

Don't miss the three Career Fairs held in the Galleria in the fall, winter and spring. See www.carleton.ca/cdce for more details.

Finally, if you've never had a career-oriented job and you have some spare time, you might try **VOLUNTEER WORK** around campus. Check out *The Charlatan* or CKCU FM if you're interested in the media or public relations.

Career Development &
Co-operative Education
Office
(CDCE)
401 Tory
613-520-6611
www.carleton.ca/cdce
career@carleton.ca

Carleton Admissions Office
315 Robertson
613-520-3609
www.admissions.carleton.ca/awards

Carleton Volunteer Bureau
401 Tory
613-520-6611
www.carleton.ca/career
cvc@carleton.ca

The Volunteer Bureau, located in the CDCE Office, will help you find on- and off-campus volunteer positions. If you're a Psych major with an interest in counselling, for example, you might want to volunteer at one of the many social agencies in the city such as the Children's Aid or the Youth Services Bureau. Volunteering with your Students' Association can also provide useful experience.

When out in the workforce, there are **EMPLOYMENT STANDARDS** worth noting.

The Ontario minimum wage for students 18 years and older working in general industry is \$8.00 per hour. Minimum wage for students under age 18 is \$7.50 per hour – but if you work more than 28 hours a week it is \$8.00 per hour during the school year.

Minimum wage for students serving liquor in an establishment issued a licence or permit under the Liquor Licence Act is \$6.95 per hour. These minimums are scheduled to increase again March 31, 2008.

- **On the Job Safety** – If you feel that the workplace is unsafe, contact the Ministry of Labour. Ontario law protects employees from employer discipline if they seek enforcement of safety laws.

- **Ontario Human Rights Code** – Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex,

sexual orientation, age, offences/pardon, marital status, public assistance, reprisal, family status, or disability.

- **Workplace Safety and Insurance Board** – WSIB provides compensation, medical benefits, rehab and pensions for employees who have been disabled by work-related injury. Students can find out whether a potential employer is covered by phoning the WSIB.

Workplace Safety & Insurance Board
613-237-8840
www.wsib.on.ca

EMPLOYMENT INSURANCE – Not only the name has undergone major changes in recent years. Don't hesitate to contact the Employment Insurance office for assistance in understanding how recent legislation may affect your eligibility.

Employment Insurance
1-800-206-7218

INCOME TAX returns, tables and guides are available at any post office, including the campus outlet.

You should probably file a return even if you have no taxable income, since you may be eligible for Federal and provincial tax credits – 'real money' returned to you, rather than deductions from taxable income.

Income Tax
1-800-959-8281
www.cra.gc.ca

By the end of February, Carleton will have your tuition and education deduction forms available at Carleton Central and will mail income statements such as T4As (bursaries) and T4s (earnings including assistantships) – this is why you need to keep an up-to-date address with the University. You can check and change it online at Carleton Central.

Post Office
Unicentre Store
1st Level Unicentre
613-520-6666

Ontario Ministry of Labour
Employment Standards
1-800-531-5551
www.labour.gov.on.ca/english/es

Ontario Human Rights
Commission
www.ohrc.on.ca



 **Carleton**
UNIVERSITY
Canada's Capital University

Fall Athletics Programs

25% Student discount on selected programs:

- Group Fitness
- Aquatics Programs
- Instructional Programs
- First Aid and CPR courses
- Other programs offered:
Intramurals, Learn-to-Skate and Open Recreation

Full details are on the Web site, or you can contact the Ravens at 613-520-4480 or email: ravens@carleton.ca

carleton.ca/athletics



CARLETON UNIVERSITY BOOKSTORE HAS MORE!

MORE LOW PRICES

Many textbooks priced lower than publisher list prices

MORE USED BOOKS

Students saved almost \$600,000 last year

MORE FLEXIBLE RETURN AND EXCHANGE POLICIES

Hold on to your store receipt

MORE SCHOLARSHIP MONEY

\$5,000 given in Carleton Scholarships

MORE STUDENT SUPPORT

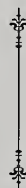
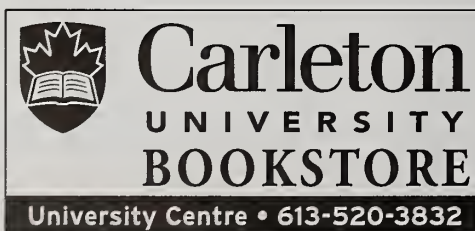
Over \$22,000 in donations and discounts given to student groups

MORE SOCIAL RESPONSIBILITY

We only buy from companies that have been independently
verified as not using child or sweatshop labour

MORE CONVENIENT LOCATION

Located on the ground floor of the University Centre



www.carleton.bkstr.com

*The Carleton University Bookstore
is 100% owned by the University.*

***The Carleton University Bookstore.
The Campus Bookstore. Your Bookstore.***

CARLETON SURVIVAL

Of course your voice counts – on and off campus

You're more than just one of 20,000 students. Working together you can have quite an impact.

CARLETON UNIVERSITY STUDENTS' ASSOCIATION

(CUSA) is a student-run organization of which all undergraduate Carleton students are members. CUSA's council is made up of students including a President, five VPs, Residence Association rep, Graduate student rep, and student faculty representatives. Students can run and vote for these positions during the annual election. Everyone is welcome to attend monthly council meetings; time and place are posted outside the CUSA office, on the website and on the CUSA bulletin boards around campus. The office is open Monday to Friday 9:00 am to 4:30 pm. Drop by, or contact the VP Internal if you need information, require a service, are interested in lending a hand or simply looking around.

The Association is concerned with the role of students in the University. CUSA has successfully placed students on the University Senate, the Board of Governors and on University committees dealing with student aid, academic courses and programs, athletic facilities and many other areas of concern.

The Association has been involved in municipal issues such as housing and transportation, while at the provincial and federal levels CUSA works in areas such as accessibility to education and university underfunding. They also maintain an ongoing membership in the Canadian Federation of Students (CFS), an association that acts as a powerful lobbying voice for students nationally.

CUSA, along with the Graduate Students' Association, funds or partially funds a wide variety of services on campus including: CKCU-FM, Womyn's Centre, Bill Ellis Centre for Mature and Part-time Students, International Students' Centre, GLBTQ Centre, Carleton Volunteer Centre, Food Centre (Emergency Food Bank), Carleton Disability Awareness Centre, Foot Patrol, Ombuds Services and REC Hall. The newest is the Aboriginal Student Centre. CUSA also sponsors various publications and an assortment of clubs and societies.

CUSA is responsible for the administration of the CUSA/GSA Drug, Accident and Dental Insurance Plan. All students who are assessed full fees in the fall term are automatically enrolled in the plan. Students who have comparable coverage may opt-out by October 13 and receive a refund. Part-time students and those wanting family coverage (including same-sex couples) may opt-in to the plan by paying the premium before October 12. If you start your registration in January, you must opt-in prior to February 8. It is not automatic. Drop by CUSA (or go online) for all the information and deadlines.

Miscellaneous business services are available through the CUSA office including document binding and faxing.

CUSA operates the Unicentre Store, Oliver's Pub and Rooster's Coffee House (all located in the Unicentre), and organizes special events during Orientation Week in September as well as the Hallowe'en Superpub and Charity Ball in January.

An important note: As well as financing half of *Survival*, CUSA also publishes a *Student Agenda Book* covering social and political interests. Copies are available at CUSA.

If you live in residence, you will become familiar with the **RIDEAU RIVER RESIDENCE ASSOCIATION**. RRRA is Canada's largest residence association and serves as the voice of residence students at Carleton.

The council is made up of reps from every floor and a three-person elected executive who oversee the Association.

RRRA operates Abstentions (a 24/7 convenience store) and Procrastinations (a 24/7 entertainment arcade). The bi-weekly residence newspaper, *The Resin*, keeps everyone up-to-date.

The Association's non-profit status means that all profits are re-invested to improve residence life by providing programming and events. Events range from hypnotists to comedians, Sue Johansen's sex ed show to *Residence Idol*. Lots of events that will make your time in residence most memorable.

Health Plan opt-out
www.studentplans.ca

Carleton University Students' Association (CUSA)
401 Unicentre
613-520-6688
613-520-3704 (fax)
www.cusaonline.com

Shelley Melanson, President
pres@cusaonline.com

Skantha Sivakadachaiyar,
VP Finance
vpf@cusaonline.com

Brittany Smyth, VP Internal
vpf@cusaonline.com

Isaac Cockburn,
VP Student Issues
vpfi@cusaonline.com

Ashley Hunkin,
VP Student Services
vpss@cusaonline.com

Osmel Maynes,
VP External Affairs
vpex@cusaonline.com

Aboriginal Student Centre
316A Unicentre

Residence Association (RRRA)
209 Res Commons
613-520-5641
613-520-5616 (fax)

Danylo Korbabic, President
rrra_pres@carleton.ca

Natalie Pinto, VP
rrra_vp@carleton.ca

James Witherspoon, DPM
rrra_dpm@carleton.ca

RRRA offers office services include faxing, copy-ing and printing. Greyhound bus tickets are available. A volunteer program matches MPs and Senators with students looking for work experience. Those looking for work should check with RRRA (work study preferred). They provide bursaries to students in financial need.

Graduate Students' Association
600 Unicentre
613-520-6616
613-520-3680 (fax)
www.gsacarleton.ca
gsa@carleton.ca

Oren Howlett, President

Cynthia Shelswell, VP Internal

Jessica Squires, VP External

Dorin Petriu, VP Finance

Graduate students also have their own representative body. The **GRADUATE STUDENTS' ASSOCIATION (GSA)** is fully autonomous and represents 3,300 full- and part-time grad students registered at Carleton. The GSA represents grad students' collective interests to the University administration and at the same time helps individual grad students with specific problems. The GSA also works with the Canadian Federation of Students to represent grad students' concerns to all levels of government. It maintains an emergency loan and grant program; sponsors several social activities during the year; and publishes *Grad Voice*, a monthly newsletter, and a graduate student handbook that is free to students. The GSA Council is made up of a four-member elected executive and reps from each department or school that offers grad-level programs.

A drug, accident and dental insurance plan is provided jointly with CUSA to all full-time graduate students. All students who pay full fees in the fall term are automatically enrolled. Students with alternate coverage may opt-out by contacting the GSA in September and those not automatically included (including families) may opt-in to the plan. Check with the GSA for deadlines. The GSA also provides a dental grant to students in need.

Join them on the 6th level Unicentre where a coffee/computer lounge in the Gekko Grotto provides a nice social forum. A meeting room is available for booking free of charge. And don't forget Mike's Place, 2nd level Unicentre. The GSA runs this pub for you!

Canadian Federation of Students
613-232-7394
www.cfs-fcee.ca
info@cfs-fcee.ca

Amanda Aziz,
National Chairperson

CUSA proudly carries the illustrious title of 'Local 1' of the **CANADIAN FEDERATION OF STUDENTS (CFS)**. The GSA is Local 78. Since its creation in 1981, CFS represents over 450,000 students across Canada.

The original mandate was, and still is, to represent and articulate student concerns. CFS is considered to be a formidable force by Canadian governments. CFS uses solid research and nationwide input on student issues to lobby the federal and provincial governments. Issues addressed by CFS include student aid, underfunding and privatization.

CFS provides services such as the **INTERNATIONAL STUDENT IDENTITY CARD**, discounts for students across Canada, and Travel CUTS, a discount travel agency. CFS also runs the Student Work Abroad Program allowing students to experience life and work in other parts of the world.

Did you know?

ABOUT THE STUDENT PAPER...

The Charlatan – Carleton's independent student newspaper – covers news, sports and entertainment from campus to downtown. The paper is distributed every Thursday during the term.

The Charlatan also presents a weekly radio show on CKCU.

The paper is always looking for volunteers to write, take photos, draw graphics or help with production. To get involved, drop by the office at 531 Unicentre, call 613-520-6680 or e-mail charlatan@charlatan.ca. There's no better way to learn about journalism.

Back at the Carleton ranch, students can directly influence the quality of education we all receive. It's called **CARLETON STUDENT GOVERNMENT (CSG – formerly NUG)** and its student reps are elected from every academic department. They are your voice at the departmental, School, Faculty and Senate levels. Representatives address issues like course and rule changes, program development and any academic issues that you may feel are important to students.

If you come across issues during your stay at Carleton that are beyond the scope of the University, whether they're local, provincial or federal, your elected officials are there for you:

- **Federal Members of Parliament:** Pierre Poilievre (Nepean); Mauril Bélanger (Vanier); John Baird (Ottawa West); Paul Dewar (Ottawa Centre); David McGuinty (Ottawa South); Scott Reid (Lanark-Carleton). Phone numbers are available at 1-800-622-6232.
- **Provincial Members of Parliament:** Phil McNeely (Carleton Gloucester, 613-834-8679); Norm Sterling (Lanark Carleton, 613-692-2403); Lisa MacLeod (Nepean-Carleton, 613-823-2116); Jim Watson (Ottawa West-Nepean, 613-721-8075); Dalton McGuinty (Ottawa South, 613-736-9573); Madeleine Meilleur (Ottawa Vanier, 613-744-4484); Jean-Marc Lalonde (Glengarry-Prescott-Russell, 613-466-4010); Richard Patten (Ottawa Centre, 613-722-6414). There will be a provincial election on October 10th. Be aware of the issues and have a say at the ballot box.
- **Municipal Councillors** – The ward that includes the Carleton campus is represented on City of Ottawa Council by Clive Doucet (613-580-2487).

CSG
325 Unicentre
613-520-2600, ext 1648
www.carleton.ca/csg
csg@carleton.ca

Andrew Monkhouse,
President

Luke Russell, VP Internal

Devon Monkhouse,
VP External

Catherine McGovern,
VP Administrative

CARLETON SURVIVAL

I didn't know we had that on campus!

Information Carleton
407 Unicentre
613-520-7400
613-520-7858 (fax)
info@carleton.ca

M-F: 8:30 am to 4:30 pm

Residence Reception Desk
2nd Level Res Commons
613-520-5609

Information Service: 24/7
Cashier Service: 7:30 am to
10:00 pm

Residence Rooms Main Line
613-688-2300

University Art Gallery
St Patrick's
613-520-2120
www.carleton.ca/gallery

Tu-F: 10:00 am to 5:00 pm
Sa-Su: noon to 5:00 pm

If you can't find it in this book, and if you have a question – **INFORMATION CARLETON** probably has the answer. They provide lots of information and referrals for and about the Carleton community including: the campus **LOST AND FOUND**; Campus Card Plan service; updated class schedules and exam lists; campus maps, publications and newspapers; OC Transpo information and cultural event pamphlets.

The **RESIDENCE RECEPTION DESK** is the place to stop by with your residence needs and questions. They provide assistance on questions about Residence, Housing and Conference Services and its facilities – and it's also a Campus Card Centre.

OC Transpo tickets/passes are available here. You can also deposit money on your Campus Card at the reception desk. And there's a dry cleaning depot with twice-weekly pick-up/delivery.

It could be the most beautiful space on campus. The **CARLETON UNIVERSITY ART GALLERY** houses the University's collection of some 25,000 works of art. Open year-round, CUAG offers a provocative and eclectic exhibition program that features 'traditional' art forms (painting, drawing, photography and print mak-

ing); 'newer' art forms (installation, video, new media work); and other forms of visual culture (architecture, industrial and graphic design).

September starts with three new exhibitions: Dè T'a Hoti Ts'eeda *We Live Securely By Land* showcases 19th century Dene artifacts from the National Museum of Scotland's collection – material not seen in Canada in over 30 years; a solo exhibition of Canadian artist Lyne Lapointe; and a group show of contemporary Aboriginal art loaned by a local collector. The winter term includes a major exhibition of photography and video work by the young Montreal artist Pascal Grandmaison and a solo show of drawings by Ronald Bloore. The season ends in April with the annual exhibition of work by Carleton's Industrial Design students.

Student computer labs are set up all across campus, thanks to **COMPUTING AND COMMUNICATIONS SERVICES (CCS)**. You can access more than 80 applications and utilities including office suites, course-related applications, and your personal file storage space. In addition to these labs, CCS provides e-kiosks at 39 locations on campus, which can be used for Internet access and checking e-mail.

MyCarleton is the newly unified portal for e-mail, calendars, course communications and registration. Many of these services were formerly found at Carleton Central.

The CCS Help Desk provides assistance to students and faculty. They'll help you with computing accounts, WebCT (that's where you find course materials), My Carleton, some software and hardware troubleshooting and configuration. The Help Desk is located on the main level MacOdrum, and is open during regular Library hours.

For more complex hardware troubleshooting and repair, distribution of site-licensed software, and short-term rentals, contact CCS Hardware Services.

There are fifteen wireless hotspots including the Library, Azrieli Pavilion, Unicentre Food Court and student common areas in the Tunnels. Check the CCS website for an up-to-date list.

CCS Hardware Services Group
1251 Herzberg (tunnel level)
613-520-2600, ext 4063
www.carleton.ca/ccs

CCS Help Desk
613-520-2600, ext 3700

Did you know?

ABOUT OMBUDS SERVICES ...

The Ombudsperson cuts through bureaucratic 'red tape' on your behalf, providing a confidential service to solve problems you may be facing. Whether it is an academic appeal, graduation dispute or a tenant-type question, Ombuds Services should be able to help you out. The office is funded 50/50 by the University and by CUSA.

Jim Kennelly is the Ombudsperson and Janice Lynes is the Assistant. Visit us at 511 Unicentre, 520-6617, www.carleton.ca/ombuds, ombuds@carleton.ca. We also publish this guide.

Did you know?

ABOUT OUR SAFETY OFFICERS...

Safety Officers help keep things on a positive keel. Most of the officers are special constables/sworn peace officers with the same authority as a police officer on campus. When they ask for your assistance it is usually to calm a situation or solve a problem. They're here to help, so treat them as you would any police officer – courteously – and they will deal with you in a professional manner.

Bank of Nova Scotia
1st Level Paterson
613-564-5363

M-F: 10:00 am to 4:00 pm

CashStop ATM Machines
1st & 4th Levels Unicentre
Paterson Hall, Res Commons,
2nd Level Loeb,
Recreation Centre

Mary Matheson,
Manager, Customer Service

Bookstore
1st Level Unicentre
613-520-3832
613-520-3739 (fax)

Academic year hours:
M-Th: 8:30 am to 7:00 pm
F: 8:30 am to 4:30 pm
Sa: 11:00 am to 4:00 pm

Summer hours:
M-Th: 8:30 am to 4:30 pm

Check for extended hours at
the start of each term
www.carleton.ca/bkstr.com

Haven Books
43 Seneca at Sunnyside
613-730-9888
www.havenbooks.ca

Unicentre Store & Post Office
1st Level Unicentre
613-520-6666

Post Office:
M-F: 11:30 am to 5:00 pm

Ticketmaster
www.ticketmaster.ca

Capital Tickets
www.capitaltickets.ca

Your **BANKING NEEDS CAN BE MET ON CAMPUS.**

A branch of the Bank of Nova Scotia is located in Paterson Hall, 1st level. The team includes Branch Manager Jim Marshall and a team of professional bankers. Full-service banking is available, including mortgages and investments. 'CashStop' machines are located in the Unicentre, Res Commons, Recreation Centre, Loeb and at the bank in Paterson Hall.

If it's books you need (and believe us – you will), the **BOOKSTORE** is your full-service campus bookstore. It's located on the 1st level of the Unicentre. Many new textbooks are priced 5% or lower than publisher prices. Remember that when you're finished with the text, they buy back books if they'll be in demand the following year. You can order online and have everything delivered. If you don't see the title or study guide you are looking for, the Bookstore can often special order.

They also have bus passes, stationery supplies, general interest books, bestsellers at great discounts and reference books. There is also a wide selection of Carleton clothing and gifts.

The Bookstore computer section stocks cables, flash drives, CD re-writers, ink cartridges and academically priced software.

The Bookstore does not take personal cheques but does accept cash, credit/debit cards and the Campus Card. Remember, you'll need your receipt for any refunds or exchanges. Make yourself aware of the return periods on exchanges.

You may be able to find used textbooks online or try Haven Books in old Ottawa South.

More shopping is available at your campus variety store, the **UNICENTRE STORE** on the ground level of the Unicentre – just down the hall from Oliver's. A full-service **POSTAL OUTLET** operates in the Unicentre store. Student loans' documents may be processed at the postal outlet. If the post office is closed, stamps may be purchased at the checkout cashier. **TICKETMASTER** is also found here.

Lugging all those books around can be a back breaker.

Why not **RENT A LOCKER** from the University for \$25?

You can apply online at www.carleton.ca/parking.

Lockers are available on a first-come, first-served basis, so act quickly if you have a location in mind. Keep your receipt in case someone else uses your assigned locker.

Lockers are not a secure place to store your valuables and the University accepts no responsibility for stolen or missing articles.

We want to make sure that you feel safe at Carleton. So, we offer a **CAMPUS SAFE WALK PROGRAM** staffed by students and volunteers. The **FOOT PATROL** provides safe walks on campus and into the surrounding community. Patrols walk in pairs and wear their blue 'foot patrol on duty' jackets. Call 613-520-4066 for a safe walk or to pre-arrange a regular pick-up. If you're studying or working late on campus, arrange for a team to walk by at regular intervals, to make sure everything is okay. Volunteers are always needed.

Got a craving? Eleven **FOOD SERVICE AREAS** serve campus. The Food Court on the 2nd level of the Unicentre has the greatest variety of choices. The Loeb Café with a new menu and comfortable seating overlooking the river is always a good choice. Oasis, in the Residence Commons is open until 3 am and ResXpres is a late-night delivery service. Upstairs in Res Commons is the Fresh Food Company with an 'all you can dine' concept.

Smaller locations include the Tunnel Junction, Bent Coin on the 5th level of Robertson Hall and the new Baker's Grille, 4th level Unicentre.

You may purchase tax exempt and discount food plans using your Campus Card.

Did you know?

ABOUT BEING AN ALUMNUS...

Think the Carleton University Alumni Association (CUAA) is only for alumni? Think again! The thriving organization of 100,000 Carleton alumni around the world has a lot to offer current students. Members give generously to student scholarships and awards, volunteer their time and expertise to mentor students, and contribute to programs and work co-op opportunities. The Alumni Association also supports the Student Activity Fund.

While you'll become a full CUAA member when you graduate, you don't have to wait to get involved in the Association. Visit www.carleton.ca/alumni for more information.

Locker Rentals
www.carleton.ca/parking

Foot Patrol
426 Unicentre
613-520-4066
www.cusaonline.com/footpatrol
foot_patrol@cusaonline.com

Academic Term
M-F: 6:00 pm to midnight

Loeb Café
1st Level Loeb

Tunnel Junction
Express, Espresso's,
Hearty Soups

Oliver's Pub
1st Level Unicentre

Food Court
A & W, Express, Espresso's,
Extreme Pita, Hearty Soups
Il Forno Toscano, Miso,
Pizza Pizza, Subway,
2nd Level Unicentre

Mike's Place
2nd Level Unicentre

Rooster's Coffee House
4th Level Unicentre

Tim Hortons
1st & 4th Level Unicentre
Alumni Hall/Sports Centre

Baker's Grille
4th Level Unicentre

Fresh Food Company
2nd Floor Res Commons

Oasis, 1st Level Res Commons
Deli, Express, Espresso's,
Grille Works, Hearty Soups,
Miso, Pizza Pizza, Smoothie

Bent Coin
5th Level Robertson
Deli, Express, Espresso's
Hearty Soups

Treats
Ground level, CTTC

Page Break (Starbucks)
MacOdrum Library

Rooster's Coffee House, 4th level Unicentre is a popular spot and you'll find a Treats location in the Technology & Training Centre.

Eat healthy – order boxes of food that's good for you. Good Food Boxes of fruit and vegetables can be purchased from the CUSA Food Centre and the RRRRA Office. Various sizes from \$5 to \$20 are available.

If money is tight and the cupboards are bare, keep in mind the lunch at the G-Spot and CUSA's emergency foodbank.

If you have printing needs, turn to **GRAPHIC SERVICES**. They run a complete printshop, desktop publishing and photocopying service that caters to your printing needs including theses, newsletters, stationery, business cards, carbonless forms, campaign materials, full-colour posters, brochures and books. Prices are competitive and staff are knowledgeable and helpful about campus graphic standards and design. We'd like to thank them for helping us print this book!

COPYSHOPS are located around campus and specialize in fast turnaround of documents – in colour or black and white. Self-serve copiers are available at the Copyshop, 1st level Unicentre, as well as the Library. You can purchase copies of old exams at both locations.

Tired of the same old look? Treat your hair to a makeover at **ZIGGY'S HAIR STUDIO**. They do it all, from cuts and colours, to perms and barbering.

Visit **TRAVEL CUTS**, the campus travel agency. It's owned and operated by the Canadian Federation of Students. Student ownership ensures that students' interests are a priority. They've got great student deals around the world – like student-class air, train and bus fares, reading week getaways, low cost travel insurance and a handy International Student Identity Card.

They have info on the Student Work Abroad Program and Volunteer Abroad. Imagine working in a rural French town or building a school in central America.

Did you know?

ABOUT THIS SASC THING ...

The Student Academic Success Centre (SASC) offers programs to assist students in achieving academic competence and establishing academic direction. Professional advisors at SASC can answer your questions about changing your program or major. Visit SASC on the Quad Level 302 Tory Building, www.carleton.ca/sasc or call 613-520-7850 for more information.

Did you know?

ABOUT THE BUSINESS OFFICE ...

Money comes and money goes – mostly through the Business Office which is responsible for fee payments and fines, and also hands out bursaries, scholarships and student aid cheques.

The Business Office provides online income tax receipts for tuition and school attendance by mid-February. Go to Carleton Central for your receipt.

The Business Office charges a \$28.50 penalty for NSF cheques returned by your bank. The staff also notifies the Registrar if your account is delinquent, in which case the University seals your file. This means you won't receive marks or transcripts until the account is settled.

Carleton doesn't mail bills or statements. Go to Carleton Central to ensure you're up-to-date.

Other sources for travel deals include Ottawa's own Go Travel Direct and many online sites.

If you need a **PASSPORT** to travel, see box on p. 26 of this book.

The **BILL ELLIS CENTRE FOR MATURE AND PART-TIME STUDENTS** (BECAMPS), is a CUSA-funded service that is dedicated to life-long learning. The Centre recognizes that students may have other priorities alongside their education including jobs and families and that some students may be pursuing studies at Carleton after having been away from a school environment for some time. BECAMPS offers students a space to gather, socialize, relax or study. Programming in the past has included issue-based workshops, child care referrals, an emergency hotline, monthly luncheons, family events and advocacy work. Come on in and check it out!

If it's health care needs you're after, look no further than **THE PRESCRIPTION SHOP PHARMACY**. From prescriptions to vitamins to headache relief, they offer a variety of health care products and services to the University community. A database provides up-to-date drug information. They recognize the importance of discussing medications with patients in a confidential manner and have a private area for just this purpose. A pharmacist is always available. All major drug insurance plans are accepted including the CUSA/GSA plan. Travelling? The Prescription Shop Pharmacy provides Travel Clinic Services. Ask at the pharmacy for details.

There is also a privately owned **DENTAL CLINIC** on campus. Educational seminars and dental plan information are available. The general public is also welcome.

Go Travel Direct
613-231-3344
www.gotraveldirect.com

BECAMPS
314 Unicentre
613-520-2754
becamps@cusaonline.com

The Prescription Shop
Pharmacy
Technology & Training Centre
613-526-3666
613-526-5977 (fax)
www.prescriptionshop.ca
bstowe@prescriptionshop.ca
M-F: 9:00 am to 6:00 pm
Brian Stowe, Pharmacist

Dental Clinic
Dr. Paul Greenacre & Assoc.
2100 Technology & Training
Centre
613-521-3368

CUSA Club Commissioners
316 Unicentre
613-520-2600 ext. 1753
www.cusaonline.com

CLUBS, CLUBS AND MORE CLUBS. You name it, we've got it! CUSA sponsors over 150 clubs and societies on campus – academic clubs, hobby clubs, social clubs, political clubs, ethnic clubs, sports clubs – almost every sort of club or society you can imagine.

These clubs depend on you for their existence. Consider starting your own. CUSA may be able to provide help with publicity, organization and finances. The rest is up to you.

CKCU-FM 93.1
517 Unicentre
613-520-2898
Requests: 613-520-CKCU
www.ckcufm.com

It's live, creative, alternative and it's yours! **CKCU RADIO CARLETON** is your radio station, broadcasting 24 hours a day at 93.1 FM, 93.5 cable. You'll be able to tune in as far as 100 km away from campus thanks to the 12,000 watts pumped out from the Frank Ryan Tower at Camp Fortune.

CKCU is Canada's senior campus/community radio station. Programming is produced by over 200 volunteers and covers music, public affairs and cultural broadcasts. The diverse musical range includes all styles, with an emphasis on new music and local artists.

CKCU-FM is funded by students, sponsorships and an annual public funding drive. This means that students, community members and volunteers work together not only to provide diverse radio but to ensure financial stability.

Join other members who make up the heart of Radio Carleton simply by attending the monthly new volunteer orientation meeting.

OPIRG
326 Unicentre
613-520-2757
613-520-3989 (fax)
opirg@carleton.ca

The **ONTARIO PUBLIC INTEREST RESEARCH GROUP** (OPIRG) is an independent, non-profit organization devoted to achieving social change through research and popular education programs. Past achievements include a Supermarket Tour booklet, the Ottawa Tenants Guide, the Uncensoring: Media Morphosis conference and series of stimulating speakers. Students can also get involved with OPIRG through a variety of active working groups. Volunteers are always welcome.

OPIRG is funded through a student levy paid at registration. This pays for speakers' fees, resource materials, office supplies, a full-time co-ordinator and a part-time

Did you know?

ABOUT GETTING CONNECTED ...

All students get a Connect e-mail address. All Carleton correspondence is via e-mail to this address. Don't miss important messages. Either check this account often, at www.MyCarleton.ca, or forward it to your regular e-mail. To forward, go to MyCarleton, click e-mail, then click options.

Did you know?

ABOUT GETTING A PASSPORT ...

Passport applications are available online or at post offices. If you are applying by mail, it should take about four weeks. If you drop it off at the Ottawa office (240 Sparks Street) you can expect it to be returned in about two weeks (but be smart and give yourself more time). The application fee is around \$90. There is now an easier renewal process – get the details and applications at www.passport.gc.ca.

financial co-ordinator. OPIRG has been supported by Carleton students for twenty-four years – working to improve services to students and to actively work on environmental and human rights issues both on and off campus.

You can find the OPIRG office upstairs from Ziggy's Hair Studio in the Unicentre.

Acknowledging excellence though cultural diversity! The **RACE, ETHNICITY & CULTURAL HALL** (REC Hall) strives to ensure that students from any background have an environment that recognizes and supports the diversity inherent in the student population. It builds its theme on the recognition and respect of individuals' differences so as to adequately promote equality for people with diverse backgrounds.

REC Hall recognizes the values of diversity and looks for opportunities to address issues that relate to race, ethnicity and culture. This student-run centre creates a stimulating and welcoming environment that promotes cultural and racial awareness.

There's no excuse for couch potatoes at Carleton University. The **RECREATION AND ATHLETICS DEPARTMENT** offers a broad program of physical recreation – there's something for everyone.

- **Facilities:** 50-metre, six-lane pool with diving towers; the Ice House – twin-pad ice arenas; the Fieldhouse – turfed fields and a 230 metre jogging track (4.3 laps per km or 7 laps per mile); the Fitness Centre with weights and cardio machines; the Cardio Program Room with over 40 cardio machines; the Ravens' Nest triple gym; the Norm Fenn gymnasium; six squash courts; four winter indoor/five summer outdoor tennis courts; Combative and Multipurpose rooms and the Yoga Room. Athletics also houses the Fitness Appraisal Centre.
- **Varsity activities for women include:** basketball, golf, ice hockey, fencing, field hockey, nordic skiing, rowing, soccer, swimming and waterpolo.

REC Hall
316 Unicentre
613-520-2600 ext. 1621
www.cusaonline.com/rechall
rechall@cusaonline.com

Recreation & Athletics
Department
613-520-4480
Squash/tennis bookings
613-520-5655
www.carleton.ca/athletics
www.goravens.ca

Facilities hours:
M-F: 6:00 am to 11:00 pm
Sa-Su: 8:00 am to 11:00 pm

- **Varsity activities for men:** basketball, fencing, golf, ice hockey, nordic skiing, rowing, soccer, swimming and waterpolo.

- **Competitive club teams:** rugby, volleyball, cheer-leading, fastpitch, archery and figure skating for women; baseball, lacrosse, archery, cheerleading, volleyball and ultimate for men.

- **Intramural sports:** ball hockey, basketball, hockey, flag football, soccer and ringette – also a variety of co-ed intramural sports including volleyball, dodgeball, ultimate and soccer.

- **Fitness and Aquatics:** aerobics, fitness ball, step, cardio hip-hop, pilates, aerobic kickboxing, weight lifting, personal training, learn to swim, swimnastics, masters swimming, aquafit, cardio kickboxing, lifesaving/CPR/First Aid.

- **Instructional programming:** yoga, karate, jiu jitsu, stickfighting, boxing workout, kung fu, grappling, martial arts, tennis, squash, belly dancing, social dancing, ballet, jazz dance, hip-hop, modern dance, break dancing, Irish dancing, capoeira and learn to skate.

Registration takes place in the Customer Service office anytime after August 7 – 8:30 am to 4:30 pm. You

can register online at www.carleton.ca/athletics.

- **Open Recreation Activities:** The department offers designated 'open rec' times for students in the following sports: basketball, volleyball, badminton, open skate, squash and tennis. Check the Control Centre in the Alumni Hall and Sports Centre.

Athletics is governed by the Athletics Board, which advises the University on matters of athletics and recreation policy through the Office of the President. The Board is comprised of members from faculty, administration, alumni, students' and residence associations.

Just being a university student can be tough enough. If you're also a parent of a young child or children, you've got an extra heavy workload. That's why the **COLONEL BY CHILD CARE CENTRE**, a non-profit parent cooperative is on campus. They've provided quality child care for over 25 years. The skilled teaching staff provides care and education for 57 children between the ages of six months and five years of age. The Centre is governed by the parents of the children who are enrolled. The cooperative partnerships between the parents and staff enrich the programs and promote quality care.

Colonel By Child Care Centre
(beside Athletics)
613-520-2715
613-520-3992 (fax)

Welcome
Class of
2011!



Welcome, future graduates!

It won't be long before you become lifetime members of the Carleton University Alumni Association – an exclusive network of more than 100,000 graduates worldwide.

In the meantime, we want to help you make the most of your time on campus. Many of our programs and initiatives are designed to enhance your student experience:

- Last year, alumni gave more than \$504,000 to student scholarships and bursaries;
- Our \$2.5 million pledge helped build the Alumni Hall and Sports Centre;
- The online Career Connection program helps students connect with graduates working in their desired field;
- Through a special partnership, we offer one year's free use of EazyPaper, an innovative essay formatting program, to all Carleton students.

And there's so much more! Visit carleton.ca/alumni for more information.

Good luck – and see you at graduation!



100,000 alumni are here to support you

Looking for an easy way to impress your parents?



Our Premiere Suite

The next time your parents are planning a visit, suggest they stay at Les Suites Hotel, Ottawa. For the price of a hotel room, your family could make themselves at home in a spacious one or two-bedroom suite with complete kitchen and separate living and sleeping areas. Les Suites is next door to great shopping at the Rideau Centre and surrounded by fine dining, attractions and lively entertainment. Les Suites—arrive empowered, leave refreshed.

- Free wireless high-speed Internet
- Free local calls, voice mail
- Indoor pool and fitness facility
- Presse Café (licensed)
- Indoor parking available



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The trendy ByWard Market has something for everyone.

LES SUITES
HOTEL OTTAWA

130 Besserer Street, Ottawa, Ontario K1N 9M9 • 613-232-2000 • 1-800-267-1989
www.les-suites.com

CARLETON SURVIVAL

So many questions ... So little time ...

First Year Experience Office
Orientation Program
613-520-7595

Shannon Butters,
Manager

International Student
Services Office
128 Unicentre
613-520-6600
isso@carleton.ca

Georgina Galloway,
Manager

UHIP Health Insurance
128 Unicentre
613-520-6600

International Students'
Centre
128 Unicentre
613-520-2753
isc@ccs.carleton.ca

A summer and fall **ORIENTATION PROGRAM** is offered by the First Year Experience Office. It provides the essentials for a smooth transition to university life – both academically and personally.

The **INTERNATIONAL STUDENT SERVICES OFFICE (ISSO)** provides services and programs to address the unique needs of international and exchange students including workshops, immigration assistance, UHIP health insurance information, financial advice, assistance with cross-cultural adjustment and orientation to life in Canada. They administer all student exchanges and organize a comprehensive orientation for the fall and winter terms. The office sponsors many programs throughout the year and supports other international bodies on campus such as Carleton International, the ESL program and the International Students' Centre.

All international students and their dependents living with them in Canada are required to enrol in the **UNIVERSITY HEALTH INSURANCE PLAN (UHIP)**. Dependents must be enrolled within 30 days of their arrival in Canada or they will be required to pay a late administrative fee. All international students enrolled in credit courses will have the annual UHIP premium added automatically to their student fees upon registration. Please note that you are not covered by UHIP until you complete the UHIP application form. You are required to complete your UHIP application in order for your coverage to be activated and premiums to be adjusted. Visit ISSO (128 Unicentre) for deadlines.

Still more services and programs for Carleton's international community are offered at the student-run **INTERNATIONAL STUDENTS' CENTRE**. The staff provide various services for international, exchange and ESL students. The area includes a social lounge with diverse publications. The main goal of ISC is to create a positive experience for international students and to be sure they have a voice in the community.

Sure, you're a student now, but your future and your career loom just ahead. Carleton's professionally-trained staff members in the **CAREER DEVELOPMENT AND CO-OPERATIVE EDUCATION CENTRE** are available to help you gather information on career possibilities and develop the necessary skills to succeed in the job market.

They offer a variety of workshops and programs to help you assess your skill set, write an effective résumé and cover letter, prepare for interviews, and learn how to conduct a thorough job search.

When you're looking for a job, see the jobs posted online at their site. You'll find full and part-time and summer jobs, as well as internship, work abroad, and volunteer opportunities.

Building a network of contacts in business and industry is important for your future success. They can help. Learn about different career opportunities while meeting representatives from business and government at on-campus career fairs, industry discussions, special interest seminars, and company presentations throughout the year. A mentorship program provides another valuable opportunity for you to receive some real-world career advice from alumni who work in your field of study.

Many students find that periods of retrospection benefit their overall well-being. Carleton's **CHAPLAINCY** offers a chance to share experiences, insights, friendships and faith. Join them for study and discussion groups, community projects and development education, special speakers and seminars, marriage preparation classes, instruction in the faith, religious services and various special events.

Interfaith dialogue is welcomed and appreciated as well as any enquiries into areas of religious or ethical concern. The Chaplaincy has connections with organizations or resources which you may be looking for on campus, as well as with churches and religious groups in the Ottawa area.

Career Development &
Co-operative Education
Office
401 Tory
613-520-6611
www.carleton.ca/cdce
career@carleton.ca

Ecumenical Chaplaincy
Rev. Dr. Tom Sherwood
T19-21 Tory (tunnel)
613-520-4449
tom_sherwood@carleton.ca

Catholic Chaplaincy
Fr. David Shulist
T14 Tory (tunnel)
613-520-2600 ext. 2896

Paul Menton Centre
500 Unicentre
613-520-6608
613-520-3937 (tty)
613-520-3995 (fax)
www.carleton.ca/pmc
pmc@carleton.ca

The **PAUL MENTON CENTRE FOR STUDENTS WITH DISABILITIES (PMC)** provides assistance with obtaining academic accommodations and support for students with needs based on a documented disability. A variety of services are available, including accommodations for the classroom and for tests/exams. Referrals to specific services such as access to alternate text formats are available. Throughout the year, they offer screening and referral for students with suspected learning disabilities, and much more.

To qualify for help from the PMC, students must provide documentation from an accredited health practitioner. Forms are available at the PMC office.

The Carleton campus is well-equipped for students who need wheelchair access, or have other mobility needs. A building-by-building accessibility guide is available at www.carleton.ca/cu/campus.

Here are a few of the services the PMC offers:

- **Test and examination accommodation** referral letters that support appropriate accommodations.
- **A screening service for Attention-Deficit/Hyperactivity Disorder (ADHD)** and other learning disabilities is available through the PMC for students who believe they may have an undiagnosed learning disability or ADHD. A Learning Specialist can give you information about psycho-educational assessment.
- **Students with diagnosed learning disabilities** are eligible for special support from a learning strategist and an assistive learning technologist. The PMC's learning strategist works with students to help them understand their own strengths and needs. She helps them to develop effective study strategies, become more self-assertive and learn transferable skills essential for success in university and in the workplace. The assistive learning technologist gives one-on-one consultation about technologies known to benefit students with learning disabilities, including speech recognition, text-to-speech and word completion technologies. Students can also find technical help at a small computer lab, under the guidance and support of the assistive learning technologist.
- **Carleton provides attendant services** for students with physical disabilities living in residence. These services include 24-hour personal care, room chores, cafeteria assistance, and much more. The number of attendants are limited and are allocated to students with various levels of disability. Accessible residence rooms are available for students who don't need attendant services.
- **The Joy Maclaren Adaptive Technology Centre** is a quiet study space for students with disabilities, where students referred by the PMC can find adaptive technical support for library research. The co-ordinator of library services can provide a complete list of services available.

Did you know?

ABOUT THE HEALTH PLAN...

Full-time students pay for a Student Drug, Accident and Dental Plan in their fees. Part-time students can opt in. Students with comparable coverage may opt-out of the plan and get a refund. You must opt-in or out by October 12. If you start your registration in January, you must opt-in by February 8. Contact CUSA at 401 Unicentre, or opt-out online at www.studentplans.ca.

The Library offers help with photocopying, retrieving and putting books on reserve and doing research. Carleton students with disabilities can also get help from the University of Ottawa Library if they get a referral letter from the co-ordinator of Library Services.

- **The W. Ross MacDonald School** is a provincially-appointed agency that transcribes print material into Braille, audio, large print, or e-text. At Carleton, these services are co-ordinated through the Library's Reference Services Department. Transcription requests can take from two weeks to two months – so apply early.
- **If you are deaf or hard of hearing**, the PMC locates interpreters, computer note-takers and loans out personal FM systems. Students who require these services should contact the PMC as early as possible.

You should also know more about the **CARLETON DISABILITY AWARENESS CENTRE (CDAC)**. CDAC endeavours to change attitudes about disabilities and advocates for changes within the university and in the surrounding community. They represent students with both visible and non-visible disabilities through various committees and lobbying efforts.

CDAC offers a variety of free programs, social events and services such as:

- **Resource Centre:** All you need is a Campus Card to sign out any of the novels, resource books, dictionaries, films, government documents and periodicals.
- **Sports and Recreation:** CDAC offers a variety of accessible athletic and recreation programs throughout the academic year, including wheelchair basketball, AbleSwim and sledge hockey.
- **Tunnel Cart Transportation:** The Centre offers transportation to and from classes for those who need permanent or temporary transportation. Bookings should be made as soon as possible, to make sure your ride can be accommodated.
- **Newsletter:** CDAC publishes a newsletter, *The Kite*. Written or graphic submissions are always welcome.
- **Office Services:** The office has a wide range of accessible items, including a Braille printer, enlarger,

Library Services
232 MacOdrum
613-520-2600 ext. 8186
Heather Cross, Co-ordinator

Transcriptions Services
613-520-2600, ext. 8943
Margaret McLeod

Carleton Disability Awareness
Centre (CDAC)
424 Unicentre
613-520-6618
613-520-7877 (tty)
www.cusaonline.com/cdac
cdac@cusaonline.com

Residence Attendant Services
Program
613-520-6615
Mathew Cole, Co-ordinator

computers with adaptive technology at accessible workstations, fridge, coffeemaker and microwave. Stop by to relax and transfer to our comfortable chairs and pillows.

CDAC promotes disability pride and greater integration for people with disabilities in society. Keep up-to-date on our programs, services and events on our website. Watch for events throughout the year and contact the office if you wish to volunteer and/or participate.

Another organization working on your behalf is the **NATIONAL EDUCATIONAL ASSOCIATION OF DISABLED STUDENTS (NEADS)**. This is a consumer organization with a mandate to encourage the self-empowerment of post-secondary and graduate students with disabilities.

NEADS
426 Unicentre
613-526-8008
www.neads.ca
www.nows.ca (job site)
info@neads.ca
Frank Smith, Co-ordinator

HEALTH AND COUNSELLING SERVICES is your wellness centre at Carleton University. It offers a wide range of services, including treatment of illness, onsite lab facilities, immunizations, allergy injections, contraceptive information, a health education program and much more. Appointments are encouraged. The professional counselling services staff provide group and individual psychotherapy to help students deal with personal and social concerns. All health records are confidential and will not be released to anyone without written consent from the client.

For students living in residence, counselling can also be accessed through the satellite office in Res Commons.

The health education program promotes healthy lifestyles and wellness. There is a resource centre staffed by peer educators who can provide information on such topics as nutrition, alcohol and drugs, sexuality, stress management and quitting smoking. They will also do research requests and loan out books from their library.

Health & Counselling
Services
2600 Technology & Training
Centre
613-520-6674
613-520-4059 (fax)
www.carleton.ca/health

Residence Site Office
223D Res Commons
613-520-2600 ext. 2295

Academic year:
M-F: 8:30 am to 4:45 pm
Summer:
M-F: 8:30 am to 4:00 pm

Health Educator
2600 Technology & Training
Centre
613-520-6676

Did you know?

ABOUT MYCARLETON...

MyCarleton – www.mycarleton.ca – formerly Carleton Connect, is the student portal to registration and administrative activities, as well as the new place to check your e-mail account. This website is your one stop link to complete registration, student records, admissions and fee information, accessed within a secure system and personalized for you. Using MyCarleton, you can find where to register for courses, display your timetable and final grades, print your academic audit and student account, view OSAP information and update your address.

HERE'S WHAT YOU SHOULD KNOW ABOUT HEALTH INSURANCE MATTERS.

- **Ontario Students should always carry their OHIP card.** If you don't have one, or need to renew yours, go to the Ministry of Health at 75 Albert Street.
- **Students from other Provinces and Territories should check that their health insurance is active** and carry documentation at all times. They don't bill you, they bill your provincial plan directly. You should know that ambulance charges will be billed directly to the user. It is up to the user to check for reimbursement with their province.
- **Some medical services will not be covered by health insurance.** Check the website for a full-list of chargeable services.

CUSA and GSA have a **STUDENT DRUG, ACCIDENT AND DENTAL PLAN** available to all undergrad and graduate students. Students with comparable coverage may opt-out of the plan. Part-time students may opt-in to the plan. The deadline for opting in/out is October 12. If you start your registration in January, you may opt-in no later than February 8.

Finally, if you are an international student, the **UNIVERSITY HEALTH INSURANCE PLAN (UHIP)** is compulsory upon registration. Further information regarding UHIP may be obtained from the International Student Services Office.

If a student does not have any health insurance, she/he will be billed directly for services rendered. The University may withhold the marks of students with outstanding accounts.

All Carleton students should ensure they have **PROPER IMMUNIZATION** before starting school. Check with your family physician. An updated tuberculin skin test is recommended. Obtain documentation of vaccination for red measles, German measles, mumps, diphtheria, pertussis and tetanus from your family physician. A booster dose of measles/mumps/rubella vaccine is recommended if you have not been re-immunized since infancy. Also discuss hepatitis B, meningococcal and varicella vaccines with your family physician.

Students requiring a **DOCTOR'S NOTE** must be seen by a physician while they are ill. A physician cannot document an illness he/she didn't treat.

The Registrar determines accommodation for medical reasons for finals. If you anticipate being unable to fulfill academic requirements because you are sick, inform the professor and the Registrar. Evidence of a significant incapacity is required.

Student Drug, Accident &
Dental Plan
401 Unicentre
613-520-6688

International Student Services
Office
128 Unicentre
613-520-6600

Undergrad Registrar's Office
300 Tory
613-520-3500
613-520-4410 (fax)

Health & Counselling
Services
2600 Technology & Training
Centre
613-520-6674
613-520-4059 (fax)

Distress Centre
613-238-3311
24/7

Ever feel like you needed to talk to someone, but you just didn't know where to turn? The **OTTAWA DISTRESS CENTRE** is open 24/7 to listen to any sort of problem. The service is confidential and is provided by trained volunteers who are supervised by a small professional staff.

GLBTQ Centre
427 Unicentre
613-520-3723
www.carleton.ca/glb
glbt@cusaonline.com

The **GAY, LESBIAN, BISEXUAL AND TRANSGENDER CENTRE FOR SEXUAL AND GENDER DIVERSITY** (GLBTQ) is dedicated to raising awareness and visibility of queer issues. You don't need to be 'out', label yourself or prove anything to anyone to use GLBTQ resources. It is a volunteer-based organization serving Carleton University and the Ottawa community. The Centre provides unique opportunities to learn, teach, organize and find out what peoples' perspectives can be. Education through workshops, speaking engagements, special events, web links, an extensive resource library, safer-sex information and advocacy are all part of the programs and services. Support is offered by 'safe space', bashing reports and follow-up, queer-friendly housing listings, free safer sex kits, and accessible space for queer students and allies of all opinions and orientations to gather and feel comfortable. A newly-expanded library is available for research.

Ombuds Services
511 Unicentre
613-520-6617
613-520-3599 (fax)
www.carleton.ca/ombuds
ombuds@carleton.ca

Every organization has red tape and the University is no exception. At **OMBUDS SERVICES**, we try to cut through red tape on your behalf. If you have a problem with a particular department or outside agency and don't know where to turn, Ombuds Services may be a place to start.

We deal with problems within the University, like grade appeals, fees, graduation, disciplinary cases, academic integrity issues and external matters such as landlord/tenant disputes and consumer problems.

We give you an objective and independent review of the facts in a confidential exchange and, if need be, act as a third-party representative on your behalf. If you don't know where to go for information, think of us as a referral service. Incidentally, the Ombudsperson is the editor of this book.

Emergency
613-520-4444

Foot Patrol
613-520-4066

Campus Safety
613-520-3612

The Carleton campus is the size of a small town. Unfortunately crime does occur. Use common sense and good judgment to help keep you and your property safe. For example: never leave your personal belongings unattended; never leave your residence door propped open; lock your vehicle at all times; and use the free **FOOT PATROL SAFE WALK PROGRAM** during the evenings. Report suspicious persons or activities immediately to **CAMPUS SAFETY**.

Although we don't like to think about it, assaults can happen anywhere. Always stay alert and aware. The campus is a public place and we should keep that in mind as we stroll the tunnels or travel the campus.

There are several support services like the **RAPE CRISIS CENTRE** which provides a 24/7 emergency telephone line, as well as person-to-person support, accompaniment through medical and legal procedures if desired, and in-depth individual and group counselling for assault survivors, their friends and family.

Assistance can also be provided through offices such as Health and Counselling Services. The **SEXUAL ASSAULT SUPPORT CENTRE** provides 24/7 support to survivors of sexual assault and incest. Programs include self-help support groups for adolescent and adult women, and individual counselling.

The **SEXUAL ASSAULT TREATMENT CENTRE** provides trained staff who can help with crisis counselling, medical treatment and the collection of legal evidence if desired. Clients have the right to refuse any aspect of the treatment.

PRIVACY is your right. It's the University's policy not to release information about a student to an outside person or agency without the student's expressed permission. Emergencies are a different matter: the University will do its best to pass on a message to you. See the University's FIPPA website for more information.

If a federal or provincial government agency refuses you access to information about yourself or if you feel it is invading your privacy in other ways, contact the Privacy Commissioner. If a credit or collection agency refuses to let you see your file or to amend untrue or unproven information, call the Ontario Consumer Protection Branch. You should also know that it is now law in Ontario that you must be informed if anyone attempts to do a credit check on you.

EQUITY SERVICES' mandate is established in Carleton's Human Rights policy. The staff ensures that all students and employees at Carleton can study and work in a respectful environment.

Equity Services organizes education and outreach programs, to teach people about diversity in the workplace and classroom. Their trained advisors provide impartial advice and information, along with assistance in addressing potential complaints of harassment and discrimination. Services are confidential.

• **The Centre for Aboriginal Culture and Education** – CACE exists to help the University recruit, support and retain Aboriginal students. The Centre hosts or sponsors cultural events and speakers, provides on-campus access to Aboriginal elders and promotes a welcoming

Rape Crisis Centre
613-562-2333
24/7

Sexual Assault Support
Centre
613-234-2266
24/7

Sexual Assault Treatment
Centre
613-738-3762
24/7

Privacy Commissioner
Ontario
1-800-387-0073

Privacy Commissioner
Canada
1-800-282-1376

Freedom of Information &
Protection of Privacy Act
at Carleton (FIPPA)
613-520-2600 ext. 8066
www.fippa.carleton.ca

Margaret Haines
Patti Harper

Ontario Consumer
Protection Branch
1-800-889-9768

Equity Services
421 Tory Building
613-520-5622
613-520-4037 (fax)
www.carleton.ca/equity
Barbara Carswell, Director

Equity Services' CACE
Aboriginal Lounge
T27 Tory

environment in the Aboriginal Lounge. CACE also helps other departments on campus to develop Aboriginal initiatives and to promote a positive image of Aboriginal peoples. They employ work-study students as needed.

- **Anti-Racism and Ethnocultural Relations** – Equity Services advisors take a pro-active approach in addressing issues of prejudice, discrimination and harassment by means of anti-racism education, elimination of barriers and policy development. Workshops cover human rights, diversity, anti-racism and 'chilly climate'.

- **Gender Equality** – The University acknowledges its ongoing responsibility to develop and support an open environment that is gender inclusive and responsive.

- **Harassment, Discrimination and Sexual**

Harassment – Equity Services is available to provide confidential and impartial advice to all members of the University community. Advisors also provide extensive training on a variety of human rights issues.

- **Sexual Orientation** – Carleton endeavours to provide a responsive and open environment that is inclusive and safe for its lesbian, gay and bisexual members. Equity Services provides training and advice on all aspects of the University's Sexual Orientation Policy. Advisors are there to help members of the University community where concerns arise about potential harassment or discrimination.

If you're looking for a place with womyn's interests in mind, visit **THE WOMYN'S CENTRE**. It provides a non-biased space to get together and talk, exchange ideas, organize and gain support from other womyn.

A library is open to all students and includes a large number of resources on womyn's issues that are not available elsewhere on campus. Peer support, directories and referral lists for womyn-centred services, organizations, groups on- and off-campus are provided. Throughout the year the Centre, which operates as a collective, organizes special events, hosts speakers, publishes a zine and facilitates outreach services for on- and off-campus groups seeking workshops on a variety of issues. In essence, the Centre is a supportive network for womyn and an advocacy for equal representation and opportunity, locally and globally.

Finally, like the chapter heading says, there will be times during the year when there seems to be way too little time. How do you deal with the crunch – assignments, take homes and exams while following the rules of **ACADEMIC INTEGRITY**? How exactly do you ensure that work is submitted properly?

- **Working in Groups** – Some professors may encourage group work. However, some won't want a group answer – they want your own understanding of a question. Always check with your professor to see if group

Did you know?

ABOUT ACADEMIC INTEGRITY ...

Carleton has a new policy dealing with integrity and the processing of cheating and plagiarism cases. The rules are strict – get to know them at www.carleton.ca/studentsupport before writing any essays or exams. This is a big deal at all universities. Take pride in doing your own work and expect your fellow students to do the same.

work is allowed. Study group meeting rooms are available at Learning Commons in the Library.

While you may be permitted to do the research together and debate the issues, professors will expect you to write the assignment in your own words. If you submit copy substantially similar to your roommate's work, you may be charged with a cheating offence. Think about it. How would the professor know which part is your work and which part belongs to your roommate? Always do your own work.

- **Remind your fellow students to respect the rules of academic integrity and to footnote properly.** If you aren't sure how to footnote, ask your department, the Library or the Writing Tutorial Service for guidelines. The style probably isn't the same as high school. Great information is available at the Library and Ombuds Services websites.

- **Loaning your work to friends** – It's one thing to be a good friend and offer advice on how to do an assignment. It's something else to give your friend a complete copy of your work the night before it's due. Problems often arise when a student is desperate and simply copies the work of a friend hoping that a different TA will mark the paper. In nearly all of those cases, it's discovered. Both students may be called before a Dean to explain.

Offer guidance, list the important points that must be covered and suggest a reading source – but it's best to keep your completed work to yourself.

- **Panicking over a deadline** – A paper is due in two days and you have two other tests coming up. Remember: copying from the web or using an online essay isn't the answer. It's easy to check the originality of an essay. Type a few lines into Google and see. Professors know how to use the Internet. You could be charged with an Instructional Offence.

- **Don't transcribe research from the Internet** and put it in your essay. Don't 'borrow' an old essay from a friend. You'll get caught. The University checks!

- **If you've got a problem with a deadline**, talk to your professor and explain. You may get a few extra days (perhaps with a few marks deducted). That's better than

Academic Writing Centre &
Writing Tutorial Services
www.carleton.ca/wts
[www.library.carleton.ca/
howdoi/plagiarism.html](http://www.library.carleton.ca/howdoi/plagiarism.html)

Carleton University Academic
Integrity Policy
www.carleton.ca/studentsupport

Womyn's Centre
308 Unicentre
613-520-2712
613-520-3704 (fax)
www.carleton.ca/womynscentre
womynscentre@carleton.ca

Learning Commons
MacOdrum Library
613-520-2600 ext. 1125
www.carleton.ca/learningsupport
learningsupport@carleton.ca

an 'F' and being summoned to see the Dean over a cheating offence. If you have been ill, talk to Health Services. If it is a final assignment or exam, talk to your Registrar about getting a deferral (postponed until a later date).

- **What to do in an exam room** – Exam rules are strict. Don't bring any papers/books to your desk. It isn't a matter of not using the papers – they should not be with you in the first place. Don't sit near friends. If you don't know the person next to you there are fewer temptations to chat. Don't bring any electronic devices or cell phones unless specific permission is granted on the front of the exam paper.

- **Write your own exam** – Exams are not just tests; they help you to understand and critically analyze the material. Exam rules are listed on the back of every exam booklet. Browse through these rules so you have an idea of what is expected.

- **Building academic integrity** – Take pride in your work. Academic integrity influences the reputation of your degree. From professors doing advanced research to the first-year student doing an in-class test, if academic integrity isn't respected, it devalues the entire

community. University is not just about academics, it's also about building character, ethics and values – and thinking about what you owe your peers and those who teach you. It means you do your own work and you tell your friends that you expect the same from them.

The media is full of stories about those who bend the rules and take short cuts. Have the integrity to do your own work. Set the bar high for you and your friends. Integrity doesn't start after you graduate or get a job. It is an ongoing part of the life of a student.

The Carleton University Academic Integrity Policy is new and important. Take the time to read it.

Misunderstandings can occur. If someone ever questions your academic integrity and you know they are wrong, contact Ombuds Services for advice. We'll do our best to sort it out.

Carleton University Academic
Integrity Policy
www.carleton.ca/studentsupport

Ombuds Services
511 Unicentre
613-520-6617
613-520-3599 (fax)
www.carleton.ca/ombuds
ombuds@carleton.ca

Jim Kennelly, Ombudsperson



Carleton University **Dining Services**

- From Grab & Go to Full-Service Dining
- 11 Dining Locations Across Campus
- Online Menus
- Catering & Care Kits
- Healthy Choices Across Campus
- Employment Opportunities

Visit our website for hours of operations, dining locations and any questions you may have

www.carleton.ca/dining_services

CARLETON SURVIVAL

You're registered for Legaleeze 101

And finally, there are a few **LEGAL INS AND OUTS** we thought you should be aware of (just in case).

It makes sense to **BE POLITE AND REASONABLY CO-OPERATIVE WITH THE POLICE**. Common sense (as well as some recent case law) suggests we have an obligation to identify ourselves by name and address. A recent Supreme Court ruling demands that police have probable cause before searching a person. The police have a strict responsibility to identify themselves by name (if requested) and to carry their badges as proof.

If you have witnessed or been involved in a crime, your statement will be needed. On the other hand, it is your right to **POSTPONE MAKING ANY STATEMENT AT LEAST UNTIL YOU HAVE LEGAL ADVICE**. When charged with an offence, an individual must have a reasonable opportunity to contact a lawyer. If you phone and the line is busy, that is not the end of it. By law you should have the opportunity to make contact and should have some degree of privacy while making that call.

A police officer cannot detain you without **REASONABLE AND LAWFUL GROUNDS**. A reasonable suspicion that you may be in possession of illicit drugs or weapons constitutes such grounds.

If you are arrested, you should contact a lawyer as soon as possible, even if your offence is not very serious or you have no previous record. In general, be pleasant but do not make a statement or admission until you have some legal help. Don't make a deal or sign a statement to save time or trouble. Let your lawyer advise you.

On the odd occasion students may find themselves accused of inappropriate behaviour on campus. These cases usually lead to an interview with senior University officials at Student Affairs. If you need information with this on-campus process, talk to Ombuds Services.

NEVER HESITATE TO ASK FOR LEGAL ASSISTANCE, even if you're not sure if you really need it. In serious situations, those with low incomes (often students) can get free legal representation. Here is a list of local sources of help:

- **Ontario Legal Aid** is provided (usually when you are charged with an offence) by a provincial statute under

which a low-income person can obtain a 'certificate' accepted by participating lawyers in lieu of payment. Most full-time students would qualify; others may receive at least partial help. There are also legal aid clinics where lawyers are available for consultation free of charge.

- **Student Legal Aid at the University of Ottawa** also operates under the Legal Aid Act, giving advice and handling some civil actions, traffic court cases, landlord and tenant problems and the like. Consultations will be available one day a week on our campus — contact the Carleton location for times.
- **Community Legal Services** is a local community-based source of legal aid for low-income people. Staffed by a lawyer and several paralegal workers, the service has specific priorities (e.g., criminal, landlord and employment problems) and cannot help in all cases.
- **Ottawa South Community Legal Clinic** provides similar assistance.
- **Quebec Legal Aid** is available for students residing in Quebec.
- **The Lawyer Referral Service** is run by the Law Society of Upper Canada and can give you the name of a lawyer with whom you may consult for a half hour at no charge. Definitely check out the other services first if you have no money and/or an emergency on your hands.
- **Ombuds Services** can be a resource on campus. Referrals for certain serious legal situations are provided. If you are not sure where to go, try us first.

In some legal situations, you may need a **NOTARY**. A notary may be any member of the bar qualified to practice law in Ontario. One way to get a document notarized is to attend one of the Legal Aid clinics in Ottawa where a lawyer will notarize a document for you. Check to see if there is a charge. Call Ontario Legal Aid at 613-238-7931 for clinic times and places. You could also check with Carleton's Law Department to see if a notary is available.

Emergency
9-1-1

Ottawa Police
613-230-6211

Campus Safety
613-520-3612

Ombuds Services
511 Unicentre
613-520-6617
613-520-3599 (fax)
www.carleton.ca/ombuds
ombuds@carleton.ca

Jim Kennelly, Ombudsperson

Student Affairs
420 Tory
613-520-2573

Jennifer Quin,
Director

Ontario Legal Aid
73 Albert Street
613-238-7931

University of Ottawa Legal
Aid Clinic
613-562-5600

Carleton Location:
614 Unicentre
613-520-2600 ext. 8205

Community Legal Services
613-241-7008

Ottawa South Community
Legal Clinic
1355 Bank Street
613-733-0140

Quebec Legal Aid
768 St Joseph Blvd
Suite 210, Hull
819-772-3011 (civil)
819-772-3084 (criminal)

Lawyer Referral Service
1-800-268-8326

Ombuds Services
511 Unicentre
613-520-6617

Carleton Law Department
613-520-3690

Small Claims Court
161 Elgin Street
613-239-1079

Sometimes a smaller legal problem can be settled in **SMALL CLAIMS COURT**. Here, individuals can take civil actions (with jurisdiction up to \$10,000 plus interest) in what is intended to be an informal, humane and relaxed atmosphere. You can present a case yourself or be represented by an 'agent' (e.g., U of O Student Legal Aid or a friend) instead of a lawyer. Don't be intimidated by the law, but definitely get assistance first.

Better Business Bureau
613-237-4856

There are at least two things worth remembering about consumer law: nothing is ever free and the best protection you have is yourself. Shop around before you buy, compare prices, ask questions and get any promises in writing. Call the Better Business Bureau before you buy if you have doubts about the company, the salesperson or the product. In other words, know what you are getting.

Every time you make a purchase, get something repaired or use a service, you are making a legally enforceable consumer contract by which both parties are bound. A decision on refund or exchange policy is strictly up to the seller. Unless the goods are defective, the seller is not bound by law to offer a refund, so check the store's policy.

If you have a consumer complaint or need information, contact the Ontario Consumer Protection Branch. Although we cannot provide a list of all your obligations and rights under consumer law, you basically do have the right to a refund where the seller either makes a false representation about the product or tries to take advantage of you.

Get agreements in writing and keep records and receipts of your transactions. Be wary of high-pressure selling tactics (either by phone or at your door) which may be legal but confusing. Be cautious. A reputable seller will be willing to come back after you check out his/her registration.

There are particular stipulations regarding door-to-door sales. If you are concerned about such a purchase contact the Consumer Protection Branch for advice.

Did you know?

ABOUT TWO-TERM COURSES ...

Courses that normally start in September and end in April are two-term courses. You are required to register in these courses twice, the same section in each term. See www.carleton.ca/registration for all the details.

Don't let yourself be intimidated by a **COLLECTION AGENCY**. Ontario agencies are licensed and governed by legislation such as the Collection Agencies Act.

A collection agency has the right to contact you within reason by mail or phone. If you ask the agency to leave you alone or take you to court, it is under a legal obligation to do so. After this point, any contact – visits, letters, calls in the middle of the night, calls to your employer or other unreasonable activity – should be reported at once to the Ontario Consumer Protection Branch. An investigator will act on your complaint.

If you agree that you do owe the money, you may, of course, pay the agency. You are always entitled to negotiate the rate of repayment. Do so. Some agencies buy debts for a set amount; others get a percentage of what they collect. In either case, litigation is an added expense of time and money. Make an offer of what you can honestly repay. If it is not accepted, put it in writing. If the debt is from a Canada Student Loan (the loan portion of many provincial student aid programs) and the agency will not co-operate, call the Canada Student Loans people and your MP.

If you are deeply in debt and want to dig yourself out, contact the **CREDIT COUNSELLING SERVICE**. They have been helpful to students in the past. If your debts seem likely to land you in court, get legal representation.

THE END... suggestions on new topics for next year's guide would be appreciated at ombuds@carleton.ca.

Ontario Consumer
Protection Branch
1-800-889-9768

Canada Student Loans
613-994-184
www.canlearn.ca

Credit Counselling Service
1300 Carling Avenue
Suite 209
613-728-2041

Ontario Consumer
Protection Branch
1-800-889-9768

A Message from Parking Services

CAMPUS SAFETY SERVICES (PATROL SERVICES)

Patrol Services is one of four units within the Department of University Safety at Carleton University – the other three units are Environmental Health and Safety, Parking Services and Technical Services. The Patrol Services unit is comprised of four patrol teams, each with a Shift Manager, Campus Safety Officers and a Dispatcher. Many of the Campus Safety Officers have been designated as Special Constables (Peace Officers) through an agreement with the Ottawa Police Service and provide a limited law enforcement role on the Carleton University campus.

What We Do

Campus Safety Officers provide both routine and emergency response services to the Carleton University campus 24 hours per day, 7 days per week. For further information about the Department and the programs and services that are provided to the community, please visit the website at www.carleton.ca/safety.

Dial 9-1-1 from any Carleton phone and you will be immediately connected to Carleton Safety.

PARKING SERVICES

Parking Permits

Purchase of Permits: Vehicle operators parking at Carleton University must obtain and display a valid parking permit and park the vehicle in accordance with the provisions of the permit and the University's parking regulations. Carleton University's Parking Regulations can be viewed/downloaded from the Parking Services' web page at www.carleton.ca/parking. Visitors must park in visitor lots and pay hourly or daily rates at pay facilities located in visitor areas throughout the campus. Carleton University parking permits are valid from June 1st to May 31st and the value is reduced on a monthly basis – annual, semester, monthly, and daily permits are available for sale (please consult website for permit options and pricing). Permits are issued for specific lots, however, spaces are non-reserved/zone parking only. Permits are issued on a first-come, first-served basis as applications are received by Parking Services.

ParkAdmin – Online Application System

ParkAdmin is a web-based/online application system allowing Parking Services to offer a timely service to those who wish to purchase or renew their parking permits, rent lockers, or appeal/pay parking violations. All staff, students and other long-term campus parking users must complete applications online – follow the link to ParkAdmin from the Parking Services' website.

Information Changes: All system users are responsible for ensuring that any change in address or status of a registered vehicle is reported to Parking Services immediately. Registered users may update any information contained within their profile and view all brokered transactions online through ParkAdmin to make any required changes. Permits displayed on unregistered vehicles will be considered void and the vehicle may be ticketed and/or towed. When vehicles are sold, traded or otherwise disposed of, all permits must be removed and returned to Parking Services for refund or exchange. Parking permits may only be purchased through Parking Services.

LOCKERS

Lockers are managed and administered by Parking Services. Lockers are available for rental on a first-come, first-served basis in various tunnel locations throughout the University campus. Rental is solely at the risk of the user. Parking Services assumes no liability for lost, stolen, or damaged property and recommends that all lockers only be used for short-term storage when secured with a high-quality padlock.

The rental fee per locker in the Fall/Winter session is \$25. Locker rental fees reduce to \$15 for single semester rental periods. Unoccupied lockers are secured with plastic ties by Parking Services to ensure use by authorized persons only as well as to prevent damage and vandalism to vacant lockers. Persons who occupy a locker without valid authorization will be subject to a \$25 administrative fee for the removal and storage of locker contents. Persons renting lockers from Parking Services must vacate and remove all contents at the end of the contracted rental period. Lockers remaining occupied 30 days following the rental period end date will be opened and contents will be disposed of as per University policy. We do not store locker contents once removed from lockers.

The Department of University Safety would like to serve you better... if you have any questions or concerns, please feel free to contact our offices by phone or e-mail.

Campus Safety Services; e-mail – safety@parking.ca

Non-Emergency/General Calls for Assistance: 613-520-3612 **Emergency Calls: 613-520-4444 or 9-1-1**

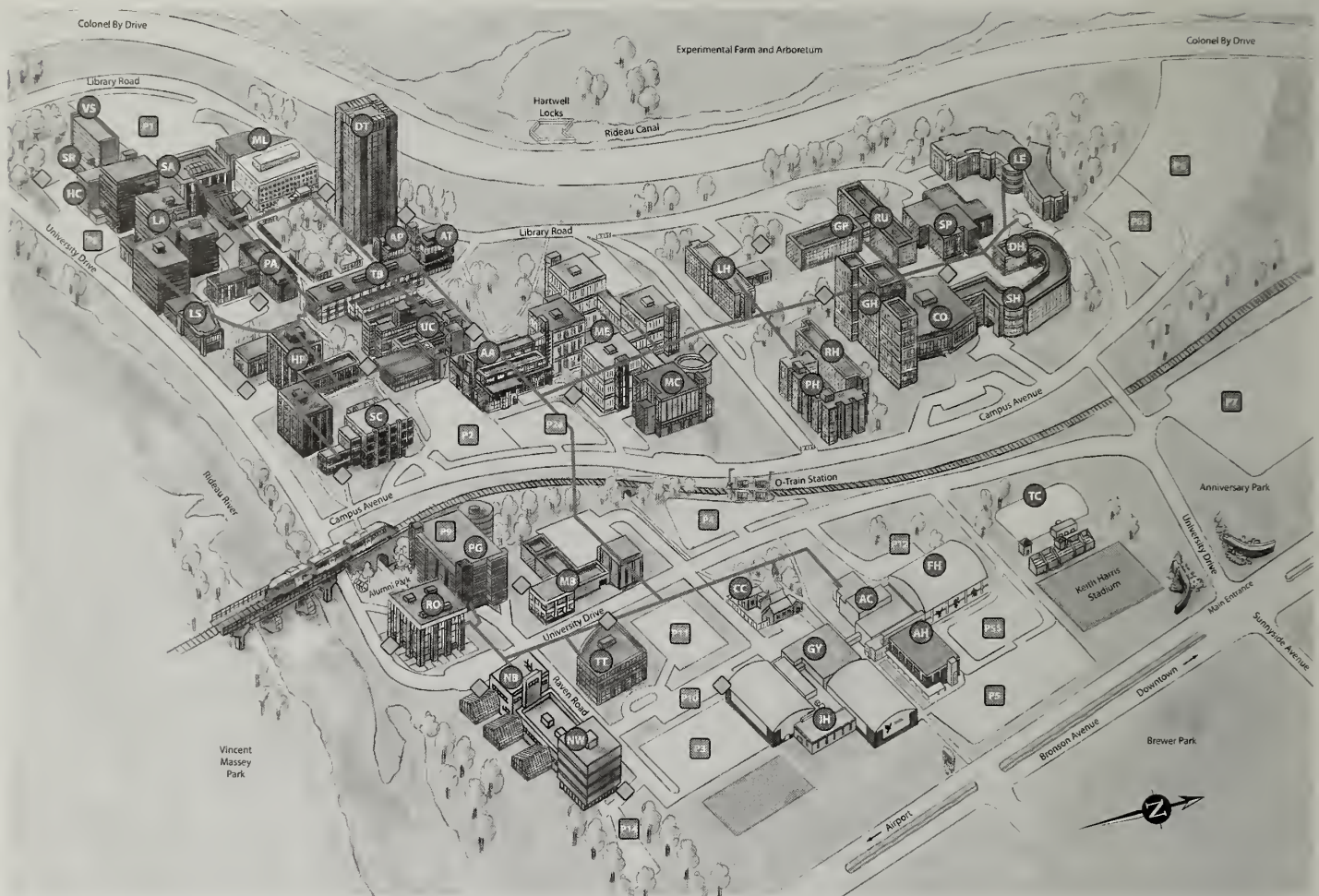
Parking Services; e-mail – parking@carleton.ca Reception/General Inquiries: 613-520-3623

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Advertisers

Campus Map



AA Architecture Building
 AC Physical Recreation Centre
 AH Alumni Hall and Sports Centre
 AP Azrieli Pavilion
 AT Azrieli Theatre
 CC Colonel By Child Care Centre
 CO Residence Commons (Fenn Lounge)
 DH Dundas House
 DT Dunton Tower
 FH Fieldhouse
 GH Glengarry House
 GR Grenville House
 GY Gymnasium
 HC Human Computer Interaction Building
 HP Herzberg Laboratories
 IH Ice House

LA Loeb Building
 LE Leeds House
 LH Lanark House
 LS Life Sciences Research Building
 MB Maintenance Building
 MC Minto Centre
 ME Mackenzie Building
 ML MacOdrum Library
 NB Nesbitt Biology Building
 NW National Wildlife Research Centre
 PA Paterson Hall
 PG Parking Garage
 PH Prescott House
 RH Renfrew House
 RO Robertson Hall
 RU Russell House

SA Southam Hall (Alumni Theatre)
 SC Steacie Building
 SH Stormont House
 SP St. Patrick's Building
 (Carleton University Art Gallery)
 SR Social Sciences Research Building
 TB Tory Building
 TC Tennis Centre
 TT Carleton Technology and Training Centre
 UC University Centre
 VS Visualization and Simulation Centre

— Underground Tunnels

◇ Designated Smoking Area



CARLETON SURVIVAL 2007/2008

The Essential Guidebook for New and Returning Students

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carleton.ca/ombuds